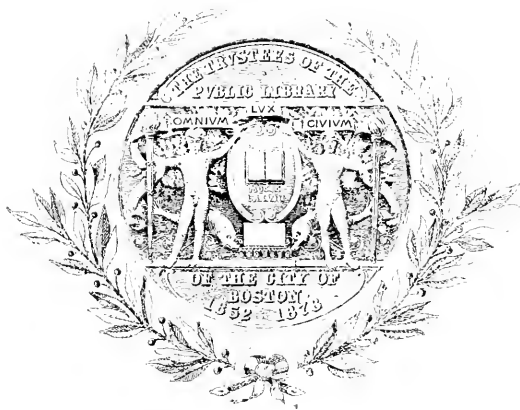
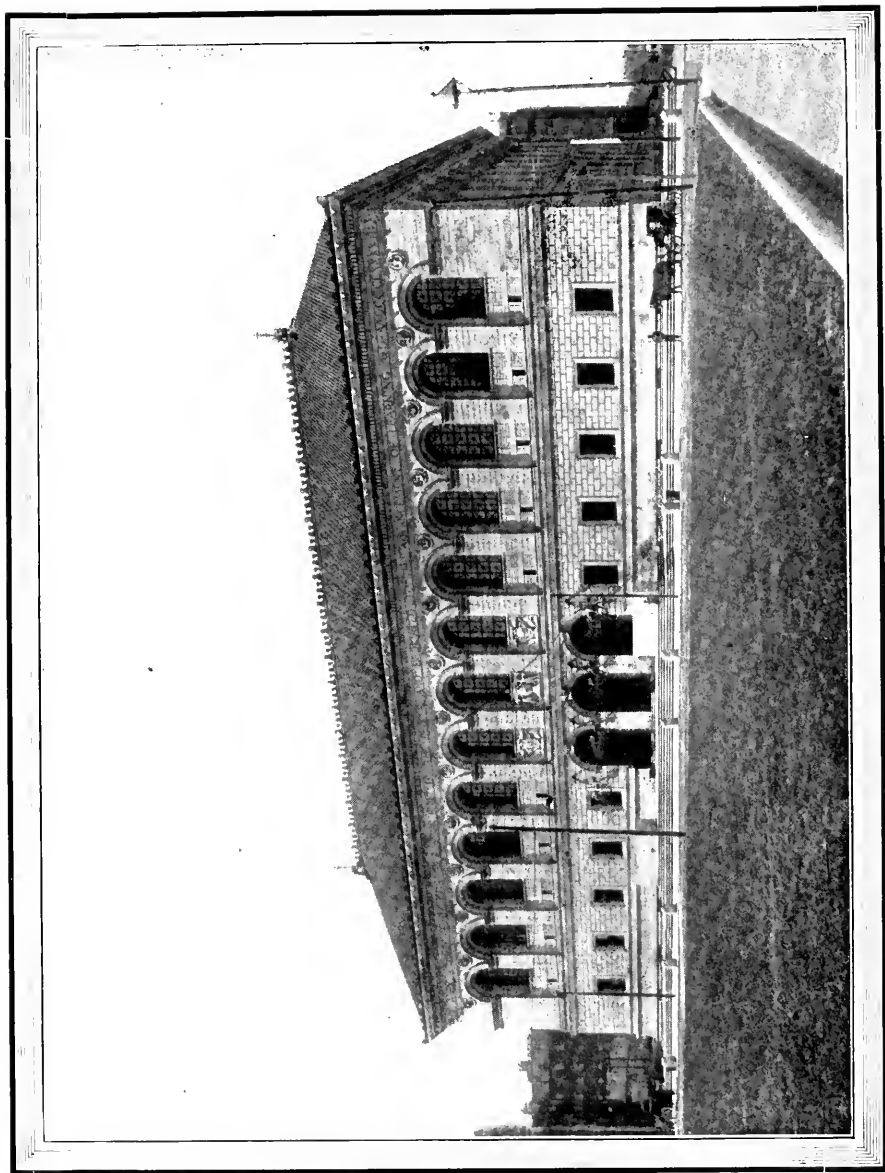


No. *Trustee Room*





CENTRAL LIBRARY BUILDING.

SIXTY-THIRD ANNUAL REPORT

OF THE

TRUSTEES

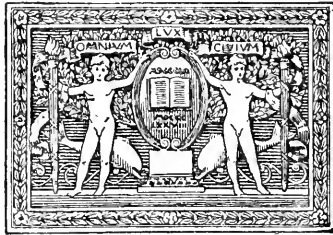
OF THE

PUBLIC LIBRARY

OF THE

CITY OF BOSTON

1914-1915



BOSTON

PUBLISHED BY THE TRUSTEES

1915

TRUSTEES OF THE PUBLIC LIBRARY
ON FEBRUARY 1, 1915.

JOSIAH H. BENTON, *President.*

Term expires April 30, 1919.

ALEXANDER MANN.

Term expires April 30, 1915.

JOHN A. BRETT.

Term expires April 30, 1917.

WILLIAM F. KENNEY.

Term expires April 30, 1916.

SAMUEL CARR.

Term expires April 30, 1918.

LIBRARIAN.

HORACE G. WADLIN.

ORGANIZATION OF THE LIBRARY DEPARTMENT.

The Trustees of the Public Library of the City of Boston, organized in 1852, are now incorporated under the provisions of Chapter 114, of the Acts of 1878, as amended. The Board for 1852 was a preliminary organization; that for 1853 made the first annual report. At first the Board consisted of one alderman and one common councilman and five citizens at large, until 1867, when a revised ordinance made it to consist of one alderman, two common councilmen and six citizens at large, two of whom retired, unless re-elected, each year, while the members from the City Council were elected yearly. In 1878 the organization of the Board was changed to include one alderman, one councilman, and five citizens at large, as before 1867; and in 1885, by the provisions of the amended city charter, the representation of the City Government upon the Board by an alderman and a councilman was abolished, leaving the Board as at present, consisting of five citizens at large, appointed by the Mayor, for five-year terms, the term of one member expiring each year. The following citizens at large have been members of the Board since its organization in 1852:

ABBOTT, SAMUEL APPLETON BROWNE, A.M., 1879-95.

APPLETON, THOMAS GOLD, A.M., 1852-56.

BENTON, JOSIAH HENRY, LL.D., 1894-

BIGELOW, JOHN PRESCOTT, A.M., 1852-68.

BOWDITCH, HENRY INGERSOLL, M.D., 1865-67.

BOWDITCH, HENRY PICKERING, M.D., 1894-1902.

BOYLE, THOMAS FRANCIS, 1902-1912.

BRAMAN, JARVIS DWIGHT, 1869-72.

BRETT, JOHN ANDREW, 1912-

CARR, SAMUEL, 1895-96, 1908-

CHASE, GEORGE BIGELOW, A.M., 1876-85.

CLARKE, JAMES FREEMAN, D.D., 1878-88.

CURTIS, DANIEL SARGENT, A.M., 1873-75.

DeNORMANDIE, JAMES, D.D., 1895-1908.

DWIGHT, THOMAS, M.D., 1899-1908.

EVERETT, EDWARD, LL.D., 1852-64.

FROTHINGHAM, RICHARD, LL.D., 1875-79.

GREEN, SAMUEL ABBOTT, M.D., 1868-78.

GREENOUGH, WILLIAM WHITWELL, 1856-88.

HAYNES, HENRY WILLIAMSON, A.M., 1880-94.

HILLARD, GEORGE STILLMAN, LL.D., 1872-75; 76-77.
 KENNEY, WILLIAM FRANCIS, A.M., 1908-
 LEWIS, WESTON, 1868-79.
 LEWIS, WINSLOW, M.D., 1867.
 LINCOLN, SOLOMON, A.M., 1897-1907.
 MANN, ALEXANDER, D.D., 1908-
 MORTON, ELLIS WESLEY, 1870-73.
 PIERCE, PHINEAS, 1888-94.
 PRINCE, FREDERICK OCTAVIUS, A.M., 1888-99.
 PUTNAM, GEORGE, D.D., 1868-77.
 RICHARDS, WILLIAM REUBEN, A.M., 1889-95.
 SHURTLEFF, NATHANIEL BRADSTREET, 1852-68.
 THOMAS, BENJAMIN FRANKLIN, LL.D., 1877-78.
 TICKNOR, GEORGE, LL.D., 1852-66.
 WALKER, FRANCIS AMASA, LL.D., 1896.
 WHIPPLE, EDWIN PERCY, A.M., 1867-70.
 WHITMORE, WILLIAM HENRY, A.M., 1885-88.
 WINSOR, JUSTIN, LL.D., 1867-68.

The HON. EDWARD EVERETT was President of the Board from 1852 to 1864; GEORGE TICKNOR, in 1865; WILLIAM W. GREENOUGH, from 1866 to April, 1888; PROF. HENRY W. HAYNES, from May 7, 1888, to May 12, 1888; SAMUEL A. B. ABBOTT, May 12, 1888, to April 30, 1895; HON. F. O. PRINCE, October 8, 1895, to May 8, 1899; SOLOMON LINCOLN, May 12, 1899, to October 15, 1907; REV. JAMES DE NORMANDIE, January 31, 1908, to May 8, 1908; JOSIAH H. BENTON, since May 8, 1908.

LIBRARIANS.

(From 1858 to 1877, the chief executive officer was entitled Superintendent.)

CAPEN, EDWARD, *Librarian*, May 13, 1852 - December 16, 1874.
 JEWETT, CHARLES C., *Superintendent*, 1858 - January 9, 1868.
 WINSOR, JUSTIN, LL.D., *Superintendent*, February 25, 1868 - September 30, 1877.
 GREEN, SAMUEL A., M.D., *Trustee, Acting Librarian*, October 1, 1877 - September 30, 1878.
 CHAMBERLAIN, MELLEN, LL.D., *Librarian*, October 1, 1878 - September 30, 1890.
 DWIGHT, THEODORE F., *Librarian*, April 13, 1892 - April 30, 1894.
 PUTNAM, HERBERT, LL.D., *Librarian*, February 11, 1895 - April 30, 1899.
 WHITNEY, JAMES L., *Acting Librarian*, March 31, 1899 - December 21, 1899; *Librarian*, December 22, 1899 - January 31, 1903.
 WADLIN, HORACE G., LITT.D., *Librarian*, since February 1, 1903.

LIBRARY SYSTEM, FEBRUARY 1, 1915.

DEPARTMENTS.	OPENED.
Central Library, Copley Sq. Established May 2, 1854.	Mar. 11, 1895
East Boston Branch, 276-282 Meridian St.	Jan. 28, 1871
§South Boston Branch, 372 Broadway	May 1, 1872
Roxbury Branch, 46 Millmont St.	July, 1873
†Charlestown Branch, Monument Sq.	*Jan., 1874
†Codman Square Branch, Washington, cor. Norfolk St.	Nov. 12, 1890
†Brighton Branch, Academy Hill Rd.	*Jan., 1874
‡Dorchester Branch, Arcadia, cor. Adams St.	Jan. 25, 1874
§South End Branch, 397 Shawmut Ave.	Aug., 1877
†Jamaica Plain Branch, Sedgwick, cor. South St.	Sept., 1877
‡West Roxbury Branch, Centre, near Mt. Vernon St.	*Jan. 6, 1880
†West End Branch, Cambridge, cor. Lynde St.	Feb. 1, 1896
‡Upham's Corner Branch, Columbia Rd., cor. Bird St.	Mar. 16, 1896
†Hyde Park Branch, Harvard Ave., cor. Winthrop St.	*Jan. 1, 1912
†North End Branch, 3A North Bennet St.	Feb. 27, 1913
Station A. Lower Mills Reading Room, Washington St.	June 7, 1875
" B. Roslindale Reading Room, Washington St., cor. Ash- land St.	Dec. 3, 1878
" D. Mattapan Reading Room, 727 Walk Hill St.	Dec. 27, 1881
" E. Neponset Reading Room, 362 Neponset Ave.	Jan. 1, 1883
" F. Mt. Bowdoin Reading Room, Washington, cor. Eldon St.	Nov. 1, 1886
" G. Allston Reading Room, 6 Harvard Ave.	Mar. 11, 1889
" N. Mt. Pleasant Reading Room, Dudley, cor. Magazine St.	Apr. 29, 1892
" P. Broadway Extension Reading Room, 13 Broadway Extension	Jan. 16, 1896
" R. Warren Street Reading Room, 392 Warren St.	May 1, 1896
" S. Roxbury Crossing Reading Room, 1154 Tremont St.	Jan. 18, 1897
" T. Boylston Station Reading Room, The Lamartine, De- pot Sq.	Nov. 1, 1897
" Y. Andrew Square Reading Room, 396 Dorchester St.	Mar. 5, 1914
" Z. Orient Heights Reading Room, 1030 Bennington St.	June 25, 1901
" 23. City Point Reading Room, Municipal Building, Broad- way	July 18, 1906
" 24. Parker Hill Reading Room, 1518 Tremont St.	July 15, 1907
" 25. Faneuil Reading Room, 100 Brooks St.	Mar. 4, 1914

*As a branch. †In building owned by City, and exclusively devoted to library uses. ‡In City building, in part devoted to other municipal uses. §Occupies rented rooms. †The lessee of the Fellows Atheneum, a private library association.

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TO HIS HONOR JAMES M. CURLEY,
Mayor of the City of Boston:

SIR, — The Board of Trustees of the Public Library of the City of Boston present the following report of its condition and affairs for the year ending January 31, 1915, being their sixty-third annual report.

ORGANIZATION OF THE BOARD.

The Board organized on May 5, 1914, by the election of Josiah H. Benton as President, William F. Kenney, Vice President, and Della Jean Deery, Clerk.

Josiah H. Benton, a member of the Board, was reappointed, and qualified for the term ending April 30, 1919.

RECEIPTS OF THE LIBRARY.

The receipts of the Library are of two classes: First, those which are to be expended by the Trustees in the maintenance of the Library. These consist of the annual appropriation by the City Council, and the income from Trust funds, given to the trustees but invested by the City Treasurer under the direction of the Finance Committee of the City. During the past year these receipts were as follows:

Annual appropriation	\$400,000.00
Income from Trust funds	18,974.86
Unexpended balance of Trust fund income of previous years . . .	12,455.15
Total	<hr/> \$431,430.01

Second, receipts which are accounted for and paid into the City treasury for general municipal purposes. These consist of receipts from fines for the detention of books, from sales of finding lists, bulletins, and catalogues; from commissions paid for

the use of telephone facilities; from sales of waste; from payments for lost books; and from money found in the Library. These receipts, during the year, have been as follows:

From fines	\$6,502.44
From sales of catalogues, etc.	70.23
From telephone commissions	252.64
From sales of waste	113.46
From sale of paper towels	58.58
From interest on bank deposits	16.94
From payments for lost books	426.36
From money found in the Library	15.12
Total	<u>\$7,455.77</u>

The \$426.36 received for lost books, being received only to replace lost library property is, when paid into the City treasury, added to the appropriation for library maintenance. A balance sheet showing all the receipts and expenditures of the Library Department in detail is hereinafter contained.

CITY APPROPRIATION.

Nearly all the money which the Trustees can use for the maintenance and working of the Library system comes from the annual appropriation by the City Council.

During the past ten years the estimates of the Trustees, the recommendations by the Mayor, and the amounts appropriated by the City Council have been as follows:

	ESTIMATES OF TRUSTEES.	AMOUNTS RECOMMENDED BY MAYOR.	AMOUNTS APPROPRIATED BY CITY COUNCIL.
1905	325,465.00	310,000.00	310,000.00
1906	324,550.00	320,000.00	324,550.00
1907	326,100.00	325,000.00	325,000.00
1908	332,800.00	325,000.00	310,000.00
1909	335,200.00	335,200.00	349,455.00
1910	351,978.00	351,978.00	351,978.00
1911	359,497.00	355,200.00	355,200.00
1912	374,665.00	367,165.00	367,165.00
1913	391,996.00	380,000.00	380,000.00
1914	430,619.00	400,000.00	400,000.00

The appropriations for these ten years have averaged \$4,922 less than the estimates of the Board. In 1906 and 1910 the appropriations equalled the estimates, but in 1914 the appropriation was \$30,619 less than the estimate. This is not said

by way of complaint, because we are aware of the limitations which necessarily govern the Council in making appropriations for maintenance. It is only stated to dispel the illusion which the Examining Committee and many others seem to have that the Trustees have only to ask for money to get it.

HOURS OF SERVICE.

The hours of service at the Central Library and branches remain unchanged except that by making the Codman Square Reading Room into a branch, service in the forenoon is now provided at that station.

ADDITIONS TO THE LIBRARY.

During the year 46,963 volumes have been added to the Library collection, as compared with 37,606 added in 1913. Of these, 37,295 were purchased, 7,327 were given to the Library, and the remainder were received by exchange, binding of periodicals into volumes, etc. There were purchased for the Central Library 15,150 volumes and 22,145 for the branch libraries and reading-room stations.

The total amount expended for books, including \$7,470.49 for periodicals, \$1,919.34 for newspapers, and \$602.78 for photographs, was \$59,563.18, or about 14.3 per cent of the entire expense of the Library for all purposes.

The corresponding expenditure for the year 1913 was \$49,094.70, including \$7,452.72 for periodicals, \$2,000.00 for newspapers, and \$823.36 for photographs, or, about 12.3 per cent of the entire expense of the Library.

The average cost of all books purchased was \$1.31 per volume, as against \$1.42 in 1913. Of the books purchased, 34,608 were bought from money appropriated by the City, at an average cost of \$1.14 a volume, and 2,687 were bought with the income of Trust funds, at an average cost of \$3.65 a volume. The corresponding figures for 1913 were: bought from City appropriation, 22,445; average cost \$1.02. From Trust funds income, 4,871; average cost \$3.23.

BOOK CIRCULATION AND USE OF THE LIBRARY.

There were issued during the year for direct home use 274,669 volumes at the Central Library, compared with 260,965 issued in 1913, and from the Central Library through the branches and reading-room stations 76,816 others, while the branches and reading-room stations also issued 1,451,514 volumes for direct home use. The corresponding figures in 1913 were 82,782 and 1,300,348. There were also issued from the Central Library, branches and reading-room stations, for use at schools and institutions, 209,590 volumes, as against 204,878 issued in 1913, making the entire issue for use outside the Library buildings 2,012,589 volumes, as compared with 1,848,973 in 1913.

The use of the Library for general reference and study is unrestricted. It is therefore impracticable to record this use statistically. Its extent, however, is shown by the fact that about half a million call slips for the table use of books in Bates Hall in the Central Library alone are required during the year. The daily use of books and other library material in the Central Library and in the branches is doubtless many times greater than the home use of books drawn out upon cards.

BINDING AND REPAIR OF BOOKS.

During the year 40,633 volumes have been bound in the Bindery, as against 38,530 in 1913. Beside this, a large amount of miscellaneous work has been completed, such as the folding, stitching and trimming of 192,064 library publications, compared with 183,423 in 1913, and the mounting of maps and photographs, the repairing of books, and making of periodical covers, etc. The expense of performing this necessary miscellaneous work is equivalent to about 17 per cent of the total expense of the Department. The ability to do it promptly in our own Bindery, greatly promotes the convenience, economy and efficiency of the library work.

PRINTING AND BINDING DEPARTMENTS.

In 1894 there was no regular printing department, to which salaries were charged. The services of Mr. Lee of the Catalogue Department were employed in getting the Printing Department into shape. His salary in the Catalogue Department in 1894 was \$611.

Mr. A. A. Kingman did the printing of the catalogue cards in the building and was paid for it, while the other printing of bulletins, forms, reports, etc., was done by Rockwell & Churchill who were paid for it. The total expense in 1894 was \$11,938.38 which includes \$3,250 for a linotype machine, leaving \$8,688.38 for expense. In 1895 the expenses were \$6,312.92. Then, beginning with 1896 the salaries in the Printing Department were \$3,761.99 and the total expenses \$12,355.62. The expense for salaries and the total expenses of the Department have increased from that time until they are now \$6,776.50 for salaries and \$12,375.73 for total expenses, which, of course, includes salaries. The average expense for salaries from 1896 to 1913 has been \$6,085.01, and the average total expense for the same period has been \$11,647.08 varying in different years as we purchased linotypes or other equipment.

In 1894 the salaries in the Bindery were \$10,561.07 and the total expenses \$14,213.58. The binding was then done in the building, and from 1895 to 1902 this continued to be the case. The Printing Department and Bindery were located in what is now the Patent Room and the patents were in the Elliott Room, now one of the children's rooms. In 1902 the Printing Department and Bindery were removed to rooms in Stanhope Street, and in 1912 they were again removed to their present quarters on Columbus Avenue. In 1895 the expense of the Bindery for salaries was \$10,626.87 and the total expenses \$14,974.56. The number of books bound in that year was 17,096. Since then the expenses have steadily increased until the total expense now is \$35,574.67 of which \$28,612.88 is for salaries. The average annual expense for salaries from 1895 has been \$20,970.44. The

average total expense has been \$25,794.68, and the average number of books bound in a year has been 31,398. The volumes are of all styles and kinds of binding, and in addition there have been re-binding of volumes, mounting of maps and photographs, &c., stitching and folding library publications.

The total expense of both Printing and Binding Departments is now about 12 per cent of the entire expense of the Library.

LIBRARY COÖPERATION WITH SCHOOLS, ETC.

The Trustees continue to coöperate with the educational work of the schools, and, during the past year, the Library has supplied with books 30 branches and reading rooms, 155 public and parochial schools, 62 engine houses and 38 other institutions, and sends out upon the average from the Central Library, about 400 volumes every day by its delivery wagons. The number of volumes sent on deposit from the Central Library through the branch system was 42,039, of which 10,278 were sent to schools. There were also sent from the branches themselves and from two of the largest reading rooms 29,678 volumes on deposit, distributed among 184 places. Of these, 23,850 were sent to schools. That is to say, not only is the collection of the Central Library used as a reservoir from which books may be drawn for use in the branches and reading rooms, but each of the branches and reading rooms is in itself a reservoir from which books are drawn for use by teachers in schools in its immediate vicinity.

EAST BOSTON BRANCH.

The new building built for this Branch was opened to public use, April 21, 1914.

This building is in every respect conveniently arranged for the operation of this Branch. It is built of brick, with stone dressings, and is finished throughout in oak, with floors of cork tile in the principal rooms. The public entrances are from Meridian Street, with service entrances on the rear, from Border Street. There is also a side entrance, with an approach from



EAST BOSTON BRANCH LIBRARY.

Meridian Street. A sub-basement contains the heating apparatus, the first floor is devoted to the children's reading room, and the second floor is devoted to the reading room for adults.

The usual service rooms, toilet rooms, and offices are provided. All the books are on open access cases, immediately available to readers without formality. The rooms are excellently lighted in the day time while the evening lighting, by the indirect electric system, is entirely successful.

The original appropriation for this building, including land and fittings, was \$100,000. It has been possible to complete it for the sum of \$93,800.00, as shown by the following statement:

Site, including building thereon and brokerage	\$20,500.00
Payments on building contract	64,139.00
Architect's commission	3,886.00
Furniture and fittings, expended and provided for	4,546.10
Advertising and minor expenses	728.90
Total	\$93,800.00

The architect of the building was James E. McLaughlin, and the contractors were the John F. Griffin Company.

BROADWAY EXTENSION AND MT. PLEASANT READING ROOMS.

The Municipal Buildings on Tyler and Vine Streets, which, respectively, contain rooms for the Broadway Extension and Mt. Pleasant Reading Rooms, are nearly completed, and will be ready for occupancy by the Library when the furniture and fittings are provided by the Public Buildings Department which is constructing the buildings. This work has been long delayed for reasons beyond our control.

FANEUIL READING ROOM.

The property, 100 Brooks Street, Faneuil, Brighton, has, during the year, been held under lease for the occupancy of the Faneuil Reading Room. The building, excellently adapted to the purposes of the Reading Room, was formerly the Chapel of the Faneuil Congregational Church, and is located in the centre of the district. Funds for its purchase have been provided by a

transfer of unexpended balances of the appropriations for the new branch buildings in Charlestown and East Boston.

BEQUESTS OF FRANCIS SKINNER AND MEHITABLE
C. C. WILSON.

The Trustees have received a final payment of \$133.87, completing the sum of \$1000 bequeathed to the Library under the will of Mehitable C. C. Wilson of Cambridge, all of which has been funded as the "Mehitable C. C. Wilson Fund," the income to be used for the purchase of books.

The sum of \$35,000 has also been received as payment in part of a bequest to the Library under the will of Francis Skinner, of Boston. Of this sum \$34,450 has been funded under the name of the "Francis Skinner Fund," and the balance of \$550, now held in cash, together with subsequent payments to be received from this bequest, will be added to the Fund, and the income used for the purchase of books.

The Library has also received under Mr. Skinner's will, his private library, comprising about 3,250 volumes of miscellaneous works.

ESTIMATES FOR 1915.

The estimates of the amount required for the maintenance of the Library during the coming year, sent in as required by City ordinance, amounted to \$417,688. This is an increase of a little more than 4 per cent over the estimated expenditures of the present year. But the amount that was appropriated by the Council last year was \$400,000, about 7 per cent less than the Trustees asked for, and was not sufficient to enable the Library to be operated to the point of highest efficiency. Even in the upkeep of the plant we were obliged to defer certain repairs which would have been carried out if the funds at our command had permitted.

An allowance of \$10,000, about $3\frac{1}{2}$ per cent of the present authorized salary schedule, is added to the estimates to provide for equitable salary increases during the year. No other allowance is made for individual salary increases above the schedule now fixed as shown in the detailed estimate sheets.

The expense of the whole Library system last year was only about 26 cents of the 17.50 rate of the tax levy. The increase asked for this year is only about 2 cents of a tax levy of this amount, which would make the total expense of running the Library about 28 cents of such a tax rate.

THE NEED OF ADDITIONAL BOOKS FOR BRANCH USE.

Last year we called attention to the immediate and imperative necessity for additional copies of standard books for the branches and for the deposit collection of the branches and stated that it was impossible to satisfy the reasonable demands of the public with the present supply of such books. During the year 9,073 volumes have been bought to meet this need, requiring an expenditure of \$10,000. A similar amount should be spent for the same purpose during the coming year. The volumes purchased related to the following subjects:

Accounting	Geography (including	Motor vehicles
Animals	Atlases)	Moving pictures
Biography	Girls' books	Mythology
Book-keeping	Government	Pedagogy
Boys' books	History	Phonography
Building (including	Hygiene	Physiology
technical books relating thereto)	Immigration	Poetry (including poems and plays for special occasions)
Chemistry	Letter-writing (including business correspondence)	Psychology
Civil service	Literature (fiction and non-fiction) In:	Reference books (including Cyclopædias, Indexes)
Costume	French	Salesmanship
Debating	German	Social service
Drawing	Italian	Steam boilers
Economics	Polish	Story telling
Electricity	Russian	Text-books (Grammar, Spelling, English for foreigners, etc.)
Engineering	Spanish	Textiles
Etiquette	Swedish	Vocational (books relating to vocations and occupations)
Fairy tales	Yiddish	Wireless telegraphy
Fiction (recent and standard, in English)	Mathematics:	
Folk-dancing	Algebra	
Games	Arithmetic	
General literature (including Essays)	Geometry, etc.	

TRUST FUNDS.

The Trust Funds, that is, property given to the Trustees in trust for the uses of the Library, are by law required to be invested by the City Treasurer under the direction of the Finance Committee of the City.

A detailed statement of these funds, and the income therefrom, is contained in the report of the City Auditor, but a condensed statement of the funds is as follows:

Artz Fund	\$ 10,000.00
Bates Fund	50,000.00
Bigelow Fund	1,000.00
Robert Charles Billings Fund	100,000.00
Bowditch Fund	10,000.00
Bradlee Fund	1,000.00
Joseph H. Center Fund	39,543.14
Henry Sargent Codman Memorial Fund	2,854.41
Cutter Fund	4,000.00
"Elizabeth Fund" under Matchett will	25,000.00
Daniel Sharp Ford Fund	6,000.00
Franklin Club Fund	1,000.00
Green Fund	2,000.00
Charlotte Harris Fund	10,000.00
Thomas B. Harris Fund	1,000.00
Abbott Lawrence Fund	10,000.00
Edward Lawrence Fund	500.00
Mrs. John A. Lewis Fund	5,000.00
Charles Greely Loring Memorial Fund	500.00
Charles Mead Fund	2,500.00
John Boyle O'Reilly Fund	1,000.00
Phillips Fund	30,000.00
Pierce Fund	5,000.00
Scholfield Fund	61,800.00
South Boston Branch Library Trust Fund	100.00
Ticknor Fund	4,000.00
William C. Todd Newspaper Fund	50,000.00
Townsend Fund	4,000.00
Treadwell Fund	13,987.69
Nathan A. Tufts Fund	10,131.77
Twentieth Regiment Memorial Fund	5,000.00
Alice Lincoln Whitney Fund	2,500.00
Mehitable C. C. Wilson Fund	1,000.00
Francis Skinner Fund	34,450.00
Total	<u>\$504,867.01</u>

The income of these Trust Funds is used only for the purchase of books, and the income of \$154,533 can be used only for books in special classes of literature or to be placed in certain designated

branches or departments of the Library. The income of \$121,750 must be spent for books designated as of "permanent value" only. The income of only \$228,584.01 is unrestricted.

Besides the amounts enumerated, the Trustees have received and paid to the City Treasurer the sum of \$878.34 on the Alice Lincoln Whitney Fund, and \$550 on the Francis Skinner Fund, which sums for the time being are held in uninvested cash on deposit at interest. And they have also paid to the Treasurer the sum of \$3,014.79 under a bequest of James L. Whitney, formerly librarian, to be held and used for bibliographical purposes; and, from the same, about \$1,124.38 has been expended for the purpose contemplated by the bequest.

The expenditures under the Patrick F. Sullivan bequest of \$5,000, to be used for the purchase of standard Catholic books under the terms of Mr. Sullivan's will, have been completed.

RETROSPECT.

On March 11, 1895 the Central Library was moved to the present building, and on March 11, 1915 it will have been in its present quarters twenty years. This seems to make it proper to review the history of the Library for the past twenty years, and show how much it has grown and in what direction.

In 1894 the Library consisted of 457,740 volumes in the Central Library and 152,635 volumes in the Branches. The Central Library was housed in the old Library building at 100 Boylston Street, now occupied by the Colonial Building. Only 300 books were on open shelves in the Central Library, and none in the Branches.

The East Boston Branch occupied rooms in the Police Court building, where it was opened in 1871. The South End Branch was in the basement of a school building on Montgomery Street. The Jamaica Plain Branch had bad quarters in the old Curtis Hall. The South Boston Branch had then, as now, rented rooms on the second floor of a bank building. The Charlestown Branch occupied restricted quarters on the second floor of the old Charlestown City Hall building, reached by a long and inconvenient stairway. The Roxbury and Brighton

branches occupied convenient buildings, but the Dorchester Branch occupied then, as now, quarters in a building partly occupied for other purposes.

There were twelve delivery or shop stations. These stations were mainly in shops and operated by other than Library employees. The total direct circulation for home use of the ten branches was 523,253 volumes, and the circulation through the twelve delivery stations of books received from the Central Library and branches was 39,102. The total expense of the nine branches was \$35,504.67, and of the twelve delivery stations \$6,850.84, which was only \$4,881.90 *more than the expense of the nine branches and five delivery stations in 1884, or ten years before.*

There were no newspapers taken in the branches, except the local papers, and only twelve in the Central Library. The Library was without a librarian from April, 1894 to February, 1895, and was necessarily in an unorganized condition. There was only one telephone in the Central Library, and no telephonic communication between the Central Library and the branches. The definite method of selecting books now in operation had not then been adopted, and no lists of books were regularly submitted to the Trustees to be acted upon. The bills for books and other expenses were audited and paid without being brought before the Trustees in detail. There was an Inspector who visited the branches, and the custodians of branches came in to the Central building as they pleased and for what they pleased. There were no lectures and no children's rooms; such things were never thought of at that time, and there was no story hour for children. There was no inter-library loan system. Special privilege cards were issued in a limited way, namely, 23 in 1893 and 28 in 1894.

The new Central Library was incomplete when it was occupied in 1895. There was no freight elevator; all the books from the stacks for the branches were carried up and down a narrow stairway on men's backs. There was no communication between the stacks. A person who wanted to get from one stack to another came out to the hall and went up or down into another stack. The room for the Librarian was practically a

corridor beside a very inadequate delivery room, where the tubes were in a long straight row, so that a person had to walk back and forth to serve them.

There was a janitor's office in the front on the first floor, and the toilet rooms were immediately in the rear, opening out of the entrance hall. The room now occupied for newspapers was used for periodicals. There was no connection between the periodical room and the rooms in the rear, the space being occupied by a driveway. The space between the Trustees' room and the present Librarian's room was open, for artistic effect. It required an expenditure of \$100,000, which was appropriated outside the city debt limit, to remedy these and other deficiencies in the Central building.

There was no deposit collection for the branches in 1894, and no provision was made for it in the Central building.

The work of issuing books to the branches was all conducted through the Issue Department. It was not possible to take out a book on a card in the Central Library, and return it to any branch, or to take out a book at a branch, and return it at the Central Library.

There was no regular time for the custodians to meet at the Central Library for consultation with the Supervisor and each other with reference to branch work, as is now done.

There was no work with the schools, and no deposits of books and pictures, and no consultation by teachers with the assistants at the branches and at the Central Library.

Sunday service in the Library was confined to the issuing of books at the Central building until seven o'clock in the evening, and the opening of Bates Hall to readers from two to nine. The evening week day service for readers was confined to opening a small reading room for periodicals until nine in summer and until ten in winter, and the opening of Bates Hall until nine. There were no exhibitions of any kind.

The Library has grown from this incomplete and unorganized condition in 1894 to a large, compact, unified, highly organized system of a Central Library and thirty branches, with a collection of 828,342 volumes in the Central and 270,360 volumes in

the branches. These are now united by a system of daily communication which makes any book in the system available at any point in the system. Three trunk lines of telephone connect all the departments in the Central Library, and there is direct telephone communication with thirteen of the branches. It is not a mere collection of isolated libraries, but is a system where every part is in direct relation and connected with every other part, and through which its library material is available to any citizen in any part of the city. Through this system more than 2,000,00 volumes are annually issued for home use. In addition to this all the leading and local newspapers, together with newspapers from the most important points in the world can be used either in the branches or at the Central Library.

The branches are still further united by a Supervisor whose business it is to visit and observe them constantly, and to require the custodians to meet at the Central Library for conferences, at stated periods. There is also now a deposit collection kept at the Central building of about 40,000 books for deposit at branches and at schools and institutions. Besides the books issued from this collection a large number of volumes are issued each year through the Branch Department from the Central Library general collection to borrowers who apply at the branches.

There are also lectures upon subjects of educational and municipal interest given at the Central Library and occasionally at the branches, weekly or more often, from October to April, and there are monthly exhibitions of photographs at the Central Library and at the branches. There are deposits of pictures and books at the schools sent through every branch.

The Central Library is opened at twelve o'clock on Sundays, and issues books for home use until nine o'clock. At the large branches and reading rooms there is the same issue from the time they open until the closing hour.

We now have on open shelves, free to the direct access of the public, more than 30,000 volumes in the Central Library; and about 250,000 in the branches; as against about 300 in 1894.

Special cards are now held by about 380 persons engaged in scholarly work, besides 1007 special cards held by teachers.

In 1894 the Library required 131 persons in the week-day service and 18 in the Sunday and evening service. Now it requires 238 persons in the week-day service and 171 in the Sunday and evening service. In other words, in 1894 the Library employed 149 persons, while in 1914 it employed 409. This increase has been due to the fact not only that the Library has grown, but that it has grown in its service, in *what it does for the public*. For instance, in the Executive Department there has only been an increase from 7 to 11 employees, in the Catalogue Department from 13 to 21, in the Shelf Department from 11 to 13 and in the Ordering Department from 8 to 11.

This is a comparatively small increase, but when we come to those departments where the public is directly served — where things are done for the people — we find where the increase arises. For instance, in Bates Hall in 1894 there were only 5 employees definitely assigned, although others assisted in conjunction with work in other parts of the Library. Now there are 10 employees permanently assigned to this Hall. In the Newspaper, Patent and Periodical Rooms there were two employees definitely assigned in 1894; now there are 8. There was no Department of Special Libraries, so-called, and no Statistical Department; now, there are 15 employees permanently assigned to such departments. While there were only 47 employees in the branches or in the Branch Department service; now, there are 108.

The buildings occupied by the Library System have much increased. The Jamaica Plain Branch occupies an independent, newly constructed building. The North End is a new branch with an admirable building. The Charlestown and East Boston branches occupy newly constructed buildings, admirably adapted for library purposes. Hyde Park, which has become a part of Boston, has an independent modern building. The West End and South End branches occupy quarters in old churches which are not well adapted for library purposes, and which, owing to their construction, require large expenditures for maintenance and repair. Besides these branches there have been

established since 1894, the Upham's Corner, Broadway Extension, Warren Street, Roxbury Crossing, Boylston Station, Orient Heights, City Point, Parker Hill, Andrew Square and Faneuil Reading Rooms, and the Codman Square and Upham's Corner Reading Rooms have been made branches with enlarged service.

The mere maintenance and working of this system require a constantly increasing amount of money. This year the estimates of the Trustees for the necessary maintenance of the Library are \$417,688 and in addition we have stated that we require a sum of \$10,000 for increase in wages. The rooms occupied by the branch deposit station at the Central Library, and for the shipping of books from the Central building to the branches, are very inadequate, not to say unsanitary. Every increase in the branch circulation and in the circulation through the branches brings more work upon the Branch Department at the Central Library. More room and better room must be provided if the department is to continue to perform its needed service.

We need more duplicates of books for the branches. During the past year we spent \$10,000 for such books, as heretofore stated, and we should spend an equal amount each year for books of a similar character to meet the legitimate demand through the branches. The maintenance and repair of our buildings constantly increases. The West End Branch, for instance, should have several thousand dollars spent upon it now to put it in such condition as its importance and the credit of the City demands. The South Boston Branch needs a new independent library building and the Roslindale Reading Room should be made a branch with suitable quarters.

The work of every branch in a new building necessarily and properly increases. For instance, the Broadway Extension Reading Room will doubtless necessarily double its work within a short time after it is housed in the new Municipal Building. We also need money for an increase in salaries, especially in some grades in the Library where better work is demanded than can be afforded within the means now at our disposal, and we much need the means to establish a retirement fund for employees in

our service. The boilers in the Central Library and in some of the branches are approaching the limit of their life, and those in the Central Library should be removed from their present location for other reasons.

We should still further extend our work in connection with the schools. We have done much in this direction. Ten years ago sixty-two schools only were regularly supplied with books, and to these only 14,713 volumes were sent in the year, while now we send about 35,000 volumes to 155 public and parochial schools each year. Again, we should do more than we have been able to do with the means at our command to furnish books for reading by immigrants who are coming in large numbers to our city. This is an important educational agency underlying citizenship and its power and resources should be increased. The use of books for the purpose of study by scholars and students is very important. During twelve months more than 150 classes and study clubs are cared for at the Central Library alone, with an attendance of at least 1500 persons. The University Extension Conferences for the instruction of earnest students whose means do not permit them to take a college course, bring together in the Library more than 1000 persons annually. All this work, much of which has recently developed and all of which is most valuable, requires reservations of books and multiplication of copies of books. Then, there are other special demands upon the Library, all the effect of various popular educational movements, such as the numerous study classes in connection with women's clubs, evening school work, the constant effort to promote vocational efficiency, and the opportunities freely offered for instruction in this centre of educational activity which increase the legitimate demands upon the Public Library. In fact all these popular agencies may be said to turn upon the Library as an educational centre. They properly rely to an increasing extent upon the Library for literary material, and the effect of the direct work of the Library itself as a promoter of the use of books is cumulative year by year. This must be if the Library is to fill its proper place in the life of Boston. It is, primarily, for this that the Library is maintained.

This brings to the Trustees and to the City Government a very important question which is, whether the Library shall extend its plant by the establishment of new reading rooms, or shall for the present at least improve the plant we have, and so serve the public better with the facilities they now enjoy. Shall we plough the library field of the city wider, or deeper? This question cannot be approached from the point of any merely local interest. We must consider the whole field, and what we do must be for the benefit of the Library *as a system*. This is necessarily so, for the amount of money which may be appropriated for the Library out of the tax levy is not only limited by the tax rate of the city and by the valuation of the property of the city, but also by the increasing demands of other much larger departments, — Streets, Hospital, Police, Schools, Water and Sewage, Lighting, and their wants must be first met. They are necessary departments, and must be kept efficient for the good order and health of the city. When they are supplied, the remainder of the amount that can be divided out of the tax levy must be apportioned among the other departments, including the Library, and there is very little left which will allow an increase in the Library appropriation of more than is required properly to maintain the present plant and work it efficiently.

The branch library system now costs \$140,000 as against \$42,355.51 in 1894, and there is no municipal library system which is more highly developed or more completely equipped to reach all the people, than is the Boston Public Library. All the residents of the city except in a very few instances, are brought within at least a mile of a Library distribution point, and in some parts of the city this distance is much reduced. Within a few years four additional reading rooms have been established, and yet there are constant requests to the City Government and the Trustees for the establishment of new reading rooms. Three additional requests have reached the Trustees during the present year, by orders from the City Council, supported by petitions and communications sent directly to the Trustees. Informal requests have come from two other sections of the city. Every such

The Library building on Boylston Street was sold in 1899 by the Trustees for \$850,000 and the net proceeds paid into the sinking fund at that time. The land on which that building stood cost the City in 1857, \$116,582.76, and the building cost \$247,051.07, making the total cost \$363,633.83. The building was worn out and not worth the cost of removal, so that the \$116,582.76 had increased to \$850,000 at the time the property was sold by the Trustees. The sinking fund to which the money received for the site of the old building was paid is now \$430,336.37, and by its annual increase will be sufficient to retire the bonds which were issued for the cost of the Central Library building. The amount of such bonds now outstanding is \$532,500. The payment to the sinking fund, or serially, for the retirement of the bonds issued for the branch buildings above named, is \$9,803 per year, and in a comparatively short space of time these properties will also be thus paid for.

ANNUAL INVENTORY.

An annual inventory is made, at the end of each year, of the personal property of the Library, except books and other material shown on the catalogue or included in the catalogue shelf list.

EXAMINING COMMITTEE.

As required by the City Ordinance, we appointed an Examining Committee for this year, and joined the President of the Library Board with it, as Chairman. Those who were appointed and who have served as members of the Committee are as follows:

Mr. Horace G. Allen.
Dr. J. Bapst Blake.
Mrs. Elisha S. Boland.
Mrs. Augustine J. Bulger.
Mrs. George S. Burgess.
Rev. Edwin H. Byington.
Mr. Arthur B. Chapin.
Mr. John S. Flanagan.
Mrs. James A. Gallivan.

Mr. M. A. DeWolfe Howe.
Dr. George A. McEvoy.
Mr. William L. McKee.
Rev. Timothy J. Mahoney.
Rev. Lemuel H. Murlin.
Hon. Michael J. Murray.
Mr. Hugh Nawn.
Miss Annie Endicott Nourse.
Miss Anne M. Paul.

Dr. Melville F. Rogers.
Mr. John J. Sheehan.
Miss Zilpha D. Smith.

Rev. Philo W. Sprague.
Rev. Joseph V. Tracy.
Mr. Otto A. Wehrle.

To enable this Committee to perform its duties with convenience and efficiency the following sub-committees were appointed:

ADMINISTRATION AND FINANCE.

This Committee considered the administration of the Library, its working as an entire system, including the Central Library and all branches and reading-room stations, and, in connection with this, its financial management, including the sources from which its revenue is derived, and the manner in which it is expended. Its members were:

MR. ALLEN, *Chairman*.

MR. NAWN.

MR. CHAPIN.

MR. MURRAY.

BOOKS.

This Committee gave attention to all matters connected with the acquisition and use of books and other library material, in the Central Library and branches. Its members were:

MR. HOWE, *Chairman*.

MRS. BURGESS.

REV. L. H. MURLIN.

FINE ARTS AND MUSIC.

This Committee gave attention to these Departments, including the circulation of pictures from the Central Library and branches. Its members were:

DR. BLAKE, *Chairman*.

MISS NOURSE.

MISS PAUL.

PRINTING AND BINDING.

This Committee examined and considered all matters connected with the Departments of Printing and Binding, with special attention to the expenses of the Departments and the products of each of them. Its members were:

MR. MCKEE, *Chairman*.

MR. WEHRLE.

BRANCHES AND READING-ROOM STATIONS.

It was thought best to divide the branches and reading-room stations into groups in different parts of the City, and appoint a Committee to examine and report with regard to each group. These groups and the several Committees thus appointed were as follows:

SOUTH BOSTON AND SOUTH END BRANCHES, ANDREW SQUARE, CITY POINT AND BROADWAY EXTENSION READING ROOMS.

REV. T. J. MAHONEY, *Chairman*.

DR. McEVoy.

MRS. BOLAND.

CHARLESTOWN AND EAST BOSTON BRANCHES, ORIENT HEIGHTS READING ROOM.

MR. FLANAGAN, *Chairman*.

REV. P. W. SPRAGUE.

MRS. BULGER.

BRIGHTON, JAMAICA PLAIN, WEST ROXBURY AND HYDE PARK BRANCHES, ROSLINDALE, BOYLSTON STATION, WARREN STREET, ROXBURY CROSSING, PARKER MILL, ALLSTON AND FANEUIL READING ROOMS.

REV. J. V. TRACY, *Chairman*.

REV. E. H. BYINGTON.

MR. MURRAY.

DORCHESTER, ROXBURY, UPHAM'S CORNER, AND CODMAN SQUARE BRANCHES, MT. PLEASANT, MT. BOWDOIN, LOWER MILLS, MATTAPAN AND NEPONSET READING ROOMS.

MR. SHEEHAN, *Chairman*.

MISS SMITH.

DR. ROGERS.

WEST END AND NORTH END BRANCHES.

MR. ALLEN, *Chairman*.

MR. WEHRLE.

MISS SMITH.

CHILDREN'S DEPARTMENT AND WORK WITH SCHOOLS.

This Committee gave special attention to the work which the Library is doing for children, and also to what it is doing in connection with the schools, with regard not only to the way in which the work is done, but also as to its extension and its limitation. Its members were:

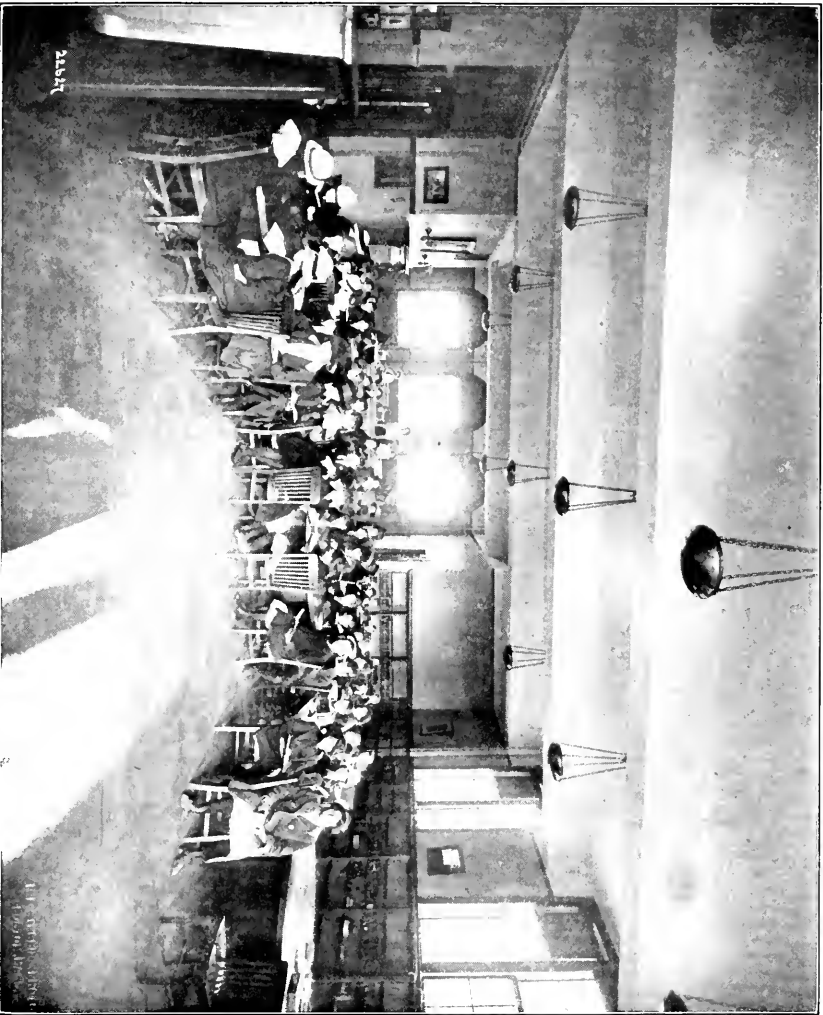
DR. BLAKE, *Chairman*.

MRS. BURGESS.

MRS. GALLIVAN.

GENERAL COMMITTEE.

For the purpose of receiving the reports of the work of the various other sub-committees, and preparing a draft report of the Examining Committee



EAST BOSTON BRANCH: CHILDREN'S READING ROOM.

to be considered by it in a meeting of all its members, and for any other general purpose connected with the examination of the Library system, a sub-committee, called the General Committee was appointed. Its members were:

REV. L. H. MURLIN, *Chairman.*

MR. HOWE.

MR. MCKEE.

The report of the Committee is hereto annexed and included as part of this report.

CONCLUSION.

The Trustees have held regular weekly meetings at the Central Library, at which all expenses have been authorized and the other affairs of the Library considered and dealt with. One or more of them have also visited the different branches and reading rooms, and given attention to the repair and construction of the buildings. The business of the Library has been done without friction, and, as we think, very well, during the year. This has been in a large degree due to the efficient and loyal service of the Librarian and heads of departments, and other persons in our employ. Without this the library work could not have proceeded as efficiently as it has. We are glad to commend all persons in our employ for the substantially uniform excellence of their work.

JOSIAH H. BENTON,
WILLIAM F. KENNEY,
SAMUEL CARR,
ALEXANDER MANN,
JOHN A. BRETT.

BALANCE SHEET, RECEIPTS AND

DR.

CENTRAL LIBRARY AND BRANCHES:

To expenditures for salaries —

General administration	\$204,748.05
Sunday and evening force	27,642.19

\$232,390.24

James L. Whitney bibliographic account

1,124.38

To expenditures for books —

From City appropriation	39,673.67
Trust funds income	9,981.02
Carnegie gift, Galatea collection	58.86
Sullivan bequest	459.80

50,173.35

To general expenditures —

Newspapers from Todd fund income	1,919.34
Periodicals	7,470.49
Furniture and fixtures	4,252.45
Gas	2,376.38
Electric lighting	4,699.59
Cleaning	11,509.91
Small supplies	4,127.34
Ice	216.79
Stationery	2,299.74
Rents	15,495.67
Fuel	14,225.61
Repairs	2,981.29
Freights and cartage	1,961.17
Transportation between Central and Branches	6,089.60
Telephone service	950.38
Postage and telegrams	1,648.12
Typewriting	23.70
Travelling expenses (including street carfares on library service)	313.51
Grounds	165.06
Lecture account (including lantern slides and operator)	544.85
Miscellaneous expense	992.81

84,263.80

PRINTING DEPARTMENT:

To expenditures for salaries 6,776.50

To general expenditures —

Stock	2,007.08
Equipment	1,864.01
Electric light and power	102.73
Contract work	169.93
Rent	450.00
Freights and cartage	137.84
Insurance	254.25
Gas	341.26
Cleaning	163.15
Small supplies, ice, repairs, furniture and fixtures	108.98

12,375.73

Carried forward

\$380,327.50

EXPENSES, JANUARY 31, 1915.

CR.

By CITY APPROPRIATION, 1914-15	\$400,000.00	
Income from Trust funds	18,974.86	
Income from James L. Whitney bibliographic account	700.00	
Interest on deposit (London)	155.46	
Payments received for lost books	426.36	
Sullivan bequest	459.80	
	<hr/>	\$420,716.48

By BALANCES BROUGHT FORWARD, FEBRUARY 1, 1914:		
Trust funds income on deposit in London	6,950.24	
City appropriation on deposit in London	2,005.16	
Trust funds income, City Treasury	12,455.15	
Carnegie gift for Galatea collection	279.79	
James L. Whitney bibliographic account	2,314.79	
	<hr/>	24,005.13

Carried forward \$444,721.61

BALANCE SHEET, RECEIPTS AND

DR.

<i>Brought forward</i>		\$380,327.50
BINDING DEPARTMENT:		
To expenditures for salaries	\$28,612.88	
To general expenditures —		
Stock	4,223.06	
Electric light and power	125.95	
Contract work	107.87	
Rent	1,350.00	
Freight and cartage	696.66	
Insurance	170.08	
Gas	56.01	
Cleaning	163.15	
Small supplies, ice, furniture and fixtures	69.01	
		<u>35,574.67</u>
To AMOUNT PAID INTO CITY TREASURY:		
From fines	6,502.44	
Sales of catalogues, bulletins and lists	70.23	
Commission on telephone stations	252.64	
Sale of waste paper	113.46	
Money found in Library	15.12	
Sale of paper towels (slot machine)	58.58	
Interest on bank deposit	16.94	
		<u>7,029.41</u>
To BALANCE, JANUARY 31, 1915:		
Trust funds income on deposit in London	2,729.14	
City appropriation on deposit in London	72.75	
Trust funds income balance, City Treasury	23,750.75	
Carnegie gift for Galatea collection	220.93	
James L. Whitney bibliographic account	1,890.41	
Interest on deposit in London	155.46	
		<u>28,819.44</u>
		\$451,751.02

EXPENSES, JANUARY 31, 1915.

	CR.
<i>Brought forward</i>	\$444,721.61
BY RECEIPTS:	
From fines	\$6,502.44
Sales of catalogues, bulletins and lists	70.23
Commission on telephone stations	252.64
Sale of waste paper	113.46
Money found in Library	15.12
Sale of paper towels (slot machine)	58.58
Interest on bank deposit	16.94
	<hr/>
	7,029.41
	<hr/>
	\$451,751.02

REPORT OF THE EXAMINING COMMITTEE. 1914-1915.

TO THE TRUSTEES OF THE PUBLIC LIBRARY OF THE
CITY OF BOSTON:

Gentlemen,

We beg to transmit through you to the City Government the Report of the Examining Committee appointed by you according to ordinance.

The Committee on Administration and Finance went through every department of the Central Library, visited the various branches, many of the reading rooms, the printing office and bindery.

The capacity of the Central Library must necessarily be increased in order that proper space may be given to the constant accumulation of books intended for circulation, reference or storage, and for files of newspapers. Moreover the space devoted to the Branch Department Headquarters is very inadequate, poorly lighted and illy-ventilated. It is in the basement which was intended, and should be used, for other purposes. Here are kept the books — more than 40,000 — that are sent out for deposit at schools and institutions. Here also is received and distributed the large number of books sent out daily from the Central Library to the various branches. It is the very heart of all the work done by the Library System for service outside of the Central building in Copley Square. This work has greatly increased in recent years and severely taxes the space now used; it will unavoidably continue to grow, and the present crowded and inadequate condition will become still more serious every day. Something should be done and that speedily, to acquire suitably located property for the erection of a building

to contain the boiler plant of the main library, the branch deposit station, the bindery, printing office, paint shop, carpenter shop, and suitable quarters for the storing of books and files of old newspapers and periodicals, so that the same could be speedily examined upon request at the Central Library.

A beginning also should be made upon the substitution of steel stacks for wooden ones with which the main building is equipped. This substitution could be made from time to time without interference with the work of the Library and would greatly increase the shelf capacity and reduce the fire risk; and if a portion were done each year the annual requirement would be small.

The branch libraries are, in the main, well fitted to accomplish the results intended. Some of them are modern buildings. The branches in Dorchester and West Roxbury, however, seem inadequate for the proper performance of their work. We recommend that a new and modern building be provided for South Boston. The present building, poorly located, poorly arranged, poorly equipped and wholly unadapted to the needs of the community, was occupied by the Branch forty-three years ago and is totally inadequate for the accommodation of this large and growing section. This need has long been recognized.

The attendants are courteous, intelligent and interested in their work. They have to deal with persons unfamiliar with the resources and use of libraries, with the young and the illiterate; but so far as observed they have been found able and willing to furnish all reasonable assistance. The reports of the various sub-committees invariably makes appreciative reference to the work of the custodians of these libraries, and their assistants: here is one sample:—

It is pleasant to report the excellent working spirit of the several custodians and assistants, all of whom seem eager to do all in their power to render these libraries as serviceable as possible to those for whom they are established.

As the expenses are mainly met by annual appropriation of the City of Boston, and the expenditures are audited by the auditing department of the City, this Committee did not deem

it necessary to make any separate examination of the financial side. From our observation of the working of the Library the Committee believes the expenditures to be wisely made and there seem to be suitable checks to prevent improper expenditures.

The Trustees administer the finances with such care that they have never asked for appropriations to meet deficiencies; when we consider the quality of the service rendered, as well as the enormous amount of it, the Trustees are extremely modest in their requests for appropriations.

For the present population of Boston, the Library must necessarily enlarge its work since there are urgent calls for better housing, equipment, and wider service. This is inevitable as the Library accomplishes its purpose and the public becomes better acquainted with the resources of the Library and how to use them. Then the population is ever growing larger, thus making increasing demands upon the Library. We must also remember that we have, not *one* library, but *thirty* libraries, with a vast amount of other work done through our circulating libraries and deposit stations in 155 public and parochial schools, 62 engine houses, and 38 other institutions. Our very success creates new demands and justifies appropriations even more generous than have been granted in the past.

Moreover, for many years attention has been called by the Examining Committees to the fact that salaries here are lower than in any other department of the City; certainly no department is more vital to the welfare of the City; and no department requires a more intelligent, better-trained, or more efficient corps; and as the service of the Library enlarges the number of workers must be enlarged. The increased cost of living also must be taken into consideration. We note that the Trustees have given and are now giving careful attention to these important matters; but they can do nothing until their appropriations are much larger.

We therefore earnestly recommend to the City Government that the grant for the coming year should be made larger than the budget asked by the Trustees, by a sum sufficient to permit a reasonable increase in salaries.

The Committee on Books appointed to "give attention to all matters connected with the acquisition and use of books and other library material, in the Central Library and branches," has looked especially into the systems of ordering and cataloguing and the public uses of the catalogue, books and periodicals, and says:

Last year your committee touched upon the method of selecting fiction with the aid of a Reading Committee of representative citizens. This year special inquiry was made into the means for ensuring the adequate acquisition of books other than fiction. In all the fields of learning certain new books present themselves obviously to the consideration of all librarians. But besides these there are many publications necessary to such a collection as that of the Boston Public Library, yet likely to be overlooked except for constant vigilance. It is found that this danger is minimized by the scrutiny of reviews, publishers' and sales catalogues by members of the staff equipped with personal knowledge and interest in various departments of literature and science. It was asked whether a Reading Committee of scholars, perhaps connected with neighboring institutions of learning, might not perform a service with regard to scientific and scholarly books corresponding to that of the Reading Committee in the field of fiction. The possibilities in this regard, it was found, are constantly tested through the requests for new books made by readers among the general public. It is rarely the case that a book thus asked for has escaped consideration. But every request is carefully heeded, and, at least in one instance, it has been proved that a single scholar who makes constant use of the Library and is alert with suggestions may render great service to the Ordering Department.

One of the most important pieces of work that has gone through the hands of this department during the past year has been the purchase of duplicate copies of standard books for the branch libraries, at the cost of \$10,000. While such commendable improvements are going forward, however, it is not to be forgotten that the Boston Public Library is the resort of scholars who turn to its collections as the students of a university to any portion of its equipment. The number of those who use it throughout the year is appreciably increased during the vacation seasons by scholars from a distance who come to Boston for the pursuit of their many special studies.

The needs of scholars must be met by the continuous purchase of purely scholarly books. If they are not bought at the time of their publication, it is often difficult to acquire them later, and damaging gaps in the material for research occur. Valuable, therefore, as the enrichment of branch libraries with standard books unquestionably is, it is equally important that the appropriations should permit the purchase of the widest possible

variety of scholarly works, whether in serial or other form. The price of becoming a library of the first importance both to the many and to the few is that this position must be maintained.

The work of the Cataloguing Department, highly technical and minute in its nature, was carefully explained to your committee, and seemed admirably adapted to its object — which is that of a key, serviceable alike to the skilled and unskilled user of the Library, for opening the doors to its treasures. New books acquired in a steady flow must be rendered quickly and intelligibly accessible by the preparation and printing of new cards. Not only that: the old cards must be kept in cleanliness and order. It was interesting to learn that the cards referring to Shakespeare, Browning, Dumas, Arithmetic, Polish and Russian literature are among those most frequently requiring renewal because they are soiled and damaged by constant use. Still another requisition for new cards is found in the recataloguing of the books listed in the old printed Index and Supplement, which is going forward at the rate of about 10,000 titles a year. With regard to the cataloguing and shelving of new books, it is to be noted that difficulties arise with the unpredictable demand for books on a given subject. The present European War is a case in point. When such a subject comes forward, new provisions for space are required, and new dispositions of shelving room must be made. Through the rearrangement of books in the stacks during the past year much space has been gained.

In the Periodical and Newspaper Rooms, used to the point of frequent over-crowding, some of the most puzzling problems of administration arise. For the reason that the users of these rooms have direct access to all the current numbers of periodicals, and need apply to attendants only for the bound volumes, there can be little supervision of the use of public property. There is frequent carelessness in returning periodicals to the places from which they are taken, and — what is worse — in putting them in the wrong places. This can be, and is, corrected by constant work on the part of the attendants. What they cannot make good is the mutilation of periodicals by readers who take a fancy to certain illustrations or articles, and cut them out. This selfish vandalism appears often to be the work of students in schools and colleges to whom certain subjects for investigation have been assigned. The labor of copying is saved by knife or scissors, furtively employed without regard to the rights of the public and the Library. The attendants do their best to prevent these outrages, but the periodicals and the readers are so numerous that many offenses escape detection until the results are irreparable. Unfortunately, such practices are not confined to the Periodical and Newspaper Rooms. In Bates Hall where a reference library of great value is accessible to all comers, abuses of public privilege are sometimes committed.

Your committee presents these discouraging facts not in criticism of the Library attendants, who are fully alive to the wrongs that are done and are making every effort to guard against them; but because it is felt that the public in whose interest our examination is made should know what a few of its members are doing. The evil can be corrected only by a strengthening of public sentiment that shall extend into the darkest corners. If the newspapers and teachers in public schools and colleges can exert an effective influence in this regard, they will benefit the entire community. It is the public, and not the Library, that needs to be enlightened and reformed.

We have no suggestions to offer towards improving the system under which "the acquisition and use" of the materials of the Library are managed. It represents the development of many decades, the fruit of much experience, and seems excellently suited to its purpose.

The Committee on Fine Arts and Music says:

The Department of Fine and Applied Arts has sufficient room for some years to come, provided the deposits from other departments now stored here are removed to appropriate storage rooms.

The use of this department has increased greatly in the last ten years, while the number of its employees remains practically the same; the present European War has enormously stimulated the public interest in art; the demands upon the Library for the valuable material that this department has will certainly continue to increase; there is a large number of photographs now on hand not yet catalogued, and waiting to be put into circulation; in view of these considerations, the committee commends most heartily the plans now under way to increase the number of the personnel of the department.

The department needs greater facilities for storing and handling lantern slides. A large number, now on hand, need cataloguing. This is a growing and valuable source of education, and more adequate means of supplying the demands of the public in this regard will make the Library more useful.

We are pleased to note the large circulation of art material, among the public schools through requisitions made therefor by the branch libraries. We wish to inquire whether it would be advisable to increase the collections of art material in the various branches. They are in close touch with the schools. The needs of the various localities differ widely. Some branches can use to advantage art material that it would not be worth while for the Central Library to handle; often the value to a teacher of certain material is largely dependent upon its instant use for illustration, a value which is lost if the material is not found at the branch and whose use must be delayed until brought from the Central Library.

The Committee on Printing and Binding made an examination of the premises, and of the mode in which this portion of the Library work is conducted, and says:

We found both departments to be in charge of men who appeared to be well fitted for their work; the premises and machinery were in good condition; the workmen were busy, and the work was being prosecuted with despatch.

We found also that the system of transferring books from and to the Central Library, the method of keeping a record of such transfers, and the manner in which stock is purchased for both departments, were all such as would be approved by the managers of a modern business house doing business in a similar line.

We congratulate the Trustees of the Library on the efficiency with which this portion of the business of the Library is conducted.

Branch Libraries: The committees appointed to visit the branch libraries have evidently done their work with great care. Many valuable suggestions are made as to the details of management. Their reports indicate, in the main, a conscientious and efficient management of these branches. Many suggestions are made as to better housing and care of some of these branches and reading rooms. These original reports are referred to the Trustees with a request that they give careful attention to the important details there discussed; but we believe they need not be matters of record here. We submit extracts from several reports illustrative of the work of these sub-committees:

The Library Trustees are to be congratulated upon the successful administration of the East Boston and Charlestown Branches, both of which are now adequately housed in modern library buildings. The attendants report a satisfying and gratifying increase of users of the library facilities both in the number of books circulated and in the use of the reading rooms, largely due to the central and accessible locations of the buildings. These facilities are fully equal to the growing demand, and there is a general feeling of contentment among the attendants that augurs well for the future.

No criticism can be made of the North End Branch. It is a modern building admirably equipped and administered for the purpose. The West End Branch is entirely different. It is located in an old church and not conveniently arranged for use by adults and children. It needs to be repaired and its walls and ceilings refreshed by painting and whitening. This Branch is used very largely by Jewish people and the present supply of books for their use is inadequate, although with its present equipment

its circulation last month exceeded 12,000 volumes. The custodian and her immediate assistants seem to be competent and obliging and make every effort to properly perform their duties under adverse circumstances.

The City Point Reading Room was removed last Spring to the new Municipal Building where its work is now carried on under almost ideal conditions. The lighting fixtures, however, could be improved by shades which would concentrate and throw down the light instead of diffusing it. More books and illustrated papers are called for there. It is interesting to note that many pupils from the South Boston High School go to this Reading Room to prepare their lessons and consult reference books.

The Broadway Extension Reading Room has not been moved to its new quarters in the Tyler Street Municipal Building owing to the failure of the City to provide the furniture. It is expected that an appropriation will be forthcoming early in the new year and the removal be made. The custodian asks for more books in Arabic, Russian, modern Greek and Italian.

The South End Branch is in a very satisfactory condition as a whole, but we again urge the need of lowering and shading the lights over the tables in the upper reading room. The walls and ceilings are sadly in need of whitening or re-frescoing. It is suggested that the Trustees consider the feasibility of providing stereopticon or lantern slide pictures for this Branch.

Attention should be given too, to the needs of the Allston-Brighton Branch where a little paint, furniture and equipment will greatly augment the efficiency of the service.

The recently opened reading room at Andrew Square fills a very great need and is a boon to the people of that district. In order to inform them of this new provision for their enjoyment it was suggested that the custodian ask various clergymen, who might drop in, to speak to their parishioners and advise them to avail themselves of the privileges of the Reading Room which the City had freely provided. This proved to be a practical and effective way of spreading the desired information. There is a call for books in the Polish language at this station and the custodian is taking steps to secure an approved list. Here, as elsewhere, there should be more illustrated papers for casual readers whose literary tastes are in making, and who are not yet ready for more substantial fare.

A glance at the map shows that the West Roxbury Branch covers a larger territory than almost any of the other Branches; that it is being developed by building movements in many sections. Adequate headquarters in a separate library building should be supplied, the present accommodations utterly failing to meet the needs of this situation. A similar situation presents itself in Dorchester. Very evidently these two Centers will require new buildings in the very near future.

While most of the branches and reading rooms are a real credit to the City of Boston and its intellectual standards, the member of the Examining Committee who visited the Roslindale Reading Room felt that it had been neglected. The circulation is larger than at some of the branches, although the force is smaller and overworked. It should be made into a branch, which is open more hours in the day, the present custodian should be given double her present number of assistants, and adequate payment should be made for janitor service. Immediate attention and reinforcement are deserved here.

Several valuable suggestions are made in detail with reference to other branches and reading rooms, all of which are referred to the Trustees for their careful consideration. Another report submitted to the Trustees for special consideration, but not incorporated in this general survey of the field, is that of one member of the Committee on Branch Libraries who pointed out in detail the difficulty of securing and retaining, on the salaries paid, attendants of the general equipment required for their important work. The matters therein touched upon have an economic and human bearing which calls for thoughtful investigation and sympathetic action by the Trustees.

The Committee on the Children's Department and work with Schools found little to criticise and very much to praise. The following forms of service greatly impressed them: the room at the Central Library, with corresponding accomodations at each branch; books and pictures sent to the schools; the story-telling hour; the talks and lectures to teachers and to parents. The Report continues:

This is, indeed, a broad department of great importance — one which comes into contact with an enormous number of individuals, most of them at the most receptive period of their lives. Its organization is compact and surprisingly small, and its work is accomplished by the familiar method of intensive coördinated effort..

It is obvious that the relation of this department to the schools, and the scope of this work, its increase and its limits, are entirely beyond adequate consideration by this committee. It would seem fair to say, however, that the Library should not enter the definite field of direct school education, by actually supplying libraries or text books to schools or scholars, but should limit its efforts to collateral reading and to illustrations which amplify and illuminate the prescribed work in the class room. This may seem self-evident. A little examination, however, will show that this

general statement fails to define just what the Library should, or should not, do in all cases in its work with the schools. But in principle we are convinced that this statement of the respective functions of the Library and the schools is correct.

At present the balance is fairly well maintained, but the tendency is that the Library is asked to undertake more and more, work which should in the last analysis, be part of the functions of the Boston schools.

The Committee is conscious of the fact that this report, constructed from the separate statements of many sub-committees, must convey an impression of details rather than of that largeness which should characterize a total view of the Library of the City of Boston. The Library, viewed as something broader and deeper than the portions of which it is made, the minutiae of administration, the daily problems of one or another of its many departments, is a great educational, recreative and stimulating force without which our City of Boston would not be what it is. What it contributes to the life of the city — the true life measured in terms of mind and spirit — cannot be stated in formal words. In the recognition of this force, in the strengthening of its energy by all possible means, lies much of the hope of that still better and richer city which the present may bequeath to future generations.

Adopted, by unanimous vote, at a meeting of the entire Committee, Monday, January 4, 1915.

DELLA JEAN DEERY,
Clerk.

REPORT OF THE LIBRARIAN.

To the Board of Trustees:

I respectfully submit my report for the year ending January 31, 1915.

REPAIRS AND IMPROVEMENTS.

The Steam Plant, at the Central Library, is in excellent condition, and no repairs of importance have been required on the engines. One of the dynamos, after many years in operation, developed defects in the commutator, which, after painstaking search, were located and remedied. The fire boxes connected with the three boilers have been re-lined, and on two boilers the side walls of the setting have been rebuilt up to the lugs. Minor repairs, as usual, have been required on the steam pipe system, on the pumps, and on the elevators.

As far as possible, within the limit of money available for the purpose, various branch buildings have been repainted, the new shelving and other new furniture needed on account of the constantly expanding requirements of the service have been provided, and more than fifty framed pictures have been hung in the branches and reading-rooms during the year. Many of the pictures were large photographs of Alpine subjects presented to the Library by Mr. Benton.

The Warren Street Reading Room has been enlarged by taking an additional room and removing the partition between it and the room previously occupied. The improvements were made by the landlord, and the re-construction has virtually doubled the floor area, enabling us to provide tables for addi-



EAST BOSTON BRANCH: ROOM FOR ADULTS.

tional readers, as well as enlarged shelf capacity for books. Entirely new equipment has been installed in the new reading-rooms at Andrew Square, South Boston; and at 100 Brooks Street, Faneuil; and both of these rooms were opened to public use early in March.

In the Allen A. Brown Music Room at the Central Library two large cases have been added to the fittings, placed so as to be supplemented by others as required, until the limit of the shelf capacity of the room is reached.

THE USE OF BOOKS.

The circulation of books during the year, for use outside the buildings, usually termed "home use" circulation, numbers 2,012,589 volumes. For the preceding year the total number was 1,848,973. This circulation not only shows a considerable increase for the year, but it is the largest ever recorded.

The statistical tables, which follow, present the details of circulation. They are based on the annual report of Mr. Frank C. Blaisdell, Chief of the Issue Department at the Central Library, and so far as they relate to the branches, upon the reports of the custodians, made every month:

CIRCULATION FROM CENTRAL BY MONTHS.

	HOME USE DIRECT.	HOME USE THROUGH BRANCH DEPT.	SCHOOLS AND INSTITUTIONS THROUGH BRANCH DEPT.	TOTALS.
February, 1914 . . .	27,887	8,263	10,231	46,381
March, " . . .	28,336	7,345	10,256	45,937
April, " . . .	25,430	7,668	9,062	42,160
May, " . . .	21,613	6,497	9,304	37,414
June, " . . .	17,899	4,997	8,718	31,614
July, " . . .	16,264	4,000	1,958	22,222
August, " . . .	17,022	4,042	1,837	22,901
September, " . . .	16,131	3,622	1,925	21,678
October, " . . .	20,316	4,822	5,810	30,948
November, " . . .	27,443	7,465	7,928	42,836
December, " . . .	29,034	9,089	9,385	47,508
January, 1915 . . .	27,294	8,247	8,953:	44,494
Totals . . .	274,669	76,057	85,367	436,093

CENTRAL LIBRARY:		HOME USE.	SCHOOLS AND INSTITUTIONS.	TOTAL.
a. Direct	.	274,669		
b. Through Branches and Reading-Room Sta- tions	.	76,057		
c. Schools and Institutions through Branch Dept.		
Brought forward		947,870	124,450	1,072,320
READING-ROOM STATIONS:				
A. Lower Mills	.	18,054	18,054
B. Roslindale	.	50,230	334	50,564
D. Mattapan	.	13,137	13,137
E. Neponset	.	20,110	20,110
F. Mt. Bowdoin	.	43,861	43,861
G. Allston	.	34,397	34,397
N. Mt. Pleasant	.	29,799	29,799
P. Broadway Ext.	.	28,223	198	28,421
R. Warren St.	.	55,220	55,220
S. Roxbury Crossing	.	27,646	27,646
T. Boylston Station	.	31,173	31,173
Y. Andrew Square	.	28,891	28,891
Z. Orient Heights	.	14,844	14,844
23. City Point	.	49,855	49,855
24. Parker Hill	.	38,422	38,422
25. Faneuil	.	19,782	19,782
Total	.	1,802,250	210,349	2,012,599
Carried forward		947,870	124,450	1,072,320
BRANCHES:				
Brighton	.	30,890	15,188	46,078
Charlestown	.	71,613	6,458	78,071
Codman Square	.	54,851	54,851
Dorchester	.	48,211	13,886	62,097
East Boston	.	103,262	13,258	116,520
Hyde Park	.	70,792	3,942	74,734
Jamaica Plain	.	41,352	5,918	47,270
North End	.	38,078	1,435	39,513
Roxbury	.	78,593	14,113	92,706
South Boston	.	92,125	14,625	106,750
South End	.	84,771	13,040	97,811
Upham's Corner	.	91,572	6,940	98,512
West End	.	107,557	8,857	116,414
West Roxbury	.	34,203	6,790	40,993
Brought forward		947,870	124,450	1,072,320

The figures are condensed into the following:

Books lent for Home Use, including Circulation through Schools and Institutions.

From Central Library (including Central Library books issued through the branches and reading-room stations)	436,093
From branches and reading-room stations (other than books received from Central)	1,576,496
Total number of volumes lent for home use and through schools and institutions	2,012,589

COMPARATIVE.	1913-14.	1914-15.
Central Library circulation (excluding schools and institutions):		
Direct home use	260,965	274,669
Through branches and reading-room stations for home use	80,120	76,057
	341,085	350,726
Branch Department circulation (excluding schools and institutions):		
Direct home use		
From branch collection	852,124	947,870
From reading-room stations	448,224	503,644
	1,300,348	1,451,514
Schools and institutions circulation: (including books from Central through the Branch system)	207,540	210,349
	1,848,973	2,012,589

As noted in previous years, the actual use of the books contained in the Library is very inadequately shown by these tables. The so-called "reference" use, meaning by that term the use of books in the numerous reading-rooms, continually increases and no doubt much exceeds the recorded use. It is the aim of this Library to reduce, as far as possible, the restrictions placed upon free access to our collections. Nearly all the books in the 30 branches are upon open shelves, and a considerable number in the Central Library are equally available without formality. No record of the number of volumes consulted or read at the tables can be conveniently kept. This should be borne in mind whenever any attempt is made to estimate the efficiency of the Library by statistics of circulation. The detailed statement of the various activities of the Special libraries at the Central building, and of the use of books in Bates Hall, hereinafter presented will give a broader view of the actual work done by the Library in behalf of students, scholars engaged in important investiga-

tions, as well as by general readers. Figures are cold, the human element alone is really significant, and the best evidence of the value of such a library as ours, is not the mere number of books charged against borrowers, but the presence of hundreds of readers of all ages who may be found constantly in the different rooms throughout the system engaged either in serious study or in recreative reading.

The use of books at the branches, large and small, increases. Besides the use of the collections kept at the branches, 76,816 volumes were sent out from the Central Library to fill applications made at the branches. This number is not quite so large as in the year preceding, chiefly because there is now a larger permanent collection at one of the branches, and possibly because the ready access to the shelves at some of the new branch buildings tends, temporarily, to diminish applications for books from the Central. During the last months of the year, however, all of the branches show increased applications for Central books. Of the books sent from the Central through the branches 63 per cent was classed as fiction, but this includes imaginative literature for young readers, of generally high quality, and much classic English fiction for adult readers. Many requests from the branches, as well as those made at the Central Library directly, are for technical books, in the various industrial fields, for scientific treatises, and for other titles which show that they are intended for study. The deposit collection of books at the Central Library has been drawn upon for 42,039 volumes sent to various institutions, study clubs, etc. The number of places supplied upon request in this way was 158, as compared with 148 supplied in 1913. We have sent 30,100 unbound periodicals (taken out of circulation in various parts of the system) to City institutions, and other authorized places, supplying such literature for the first time to the Charles Street Jail, and to the Boston Seamen's Friend Society.

Under the Inter-Library loan system with other libraries the following use of books is shown:

	1913-14.	1914-15.
Lent to libraries in Massachusetts	1,179	1,165
Lent to libraries outside of Massachusetts	230	282
Totals	<u>1,409</u>	<u>1,447</u>
Applications refused:		
From libraries in Massachusetts	270	184
From libraries outside of Massachusetts	84	76
Totals	<u>354</u>	<u>260</u>
Borrowed from other libraries	22	38

The classified "home use" circulation of the branches (reading-room stations not included) is as follows, for two successive years:

	1913-14	1914-15
	PERCENTAGES.	PERCENTAGES.
Fiction for adults	32.1	31.6
Fiction for juvenile readers	38.0	39.2
Non-fiction for adults	13.4	12.5
Non-fiction for juvenile readers	16.5	16.7
	<u>100.0</u>	<u>100.0</u>

At the Central Library the "home use" circulation shows the following percentages:

Fiction	45.23
Non-fiction	54.77
	<u>100.00</u>

BOOKS RECEIVED.

To the Library System as it existed at the close of the year 1913-14 there have been added 46,963 volumes, besides 923 received by purchases on account of Fellowes Athenæum and deposited in the Roxbury Branch under the contract between that institution (the owner of the building) whereby the amount paid as rent is expended by the landlord for books. The total number of volumes thus becomes 47,886. The details as to the manner in which they were acquired, arranged so as to permit

comparison with the preceding year, are shown in the following tables:

<i>Books acquired by purchase.</i>			
	1913-14.	1914-15.	
For the central Library:			
From City appropriation . . .	8,493	13,504	
From Trust Funds income . . .	3,367	1,646	
	<hr/>	<hr/>	
	11,860		15,150
For branches and reading-room stations:			
From City appropriations . . .	13,952	21,104	
From Trust Funds income . . .	1,504	1,041	
	<hr/>	<hr/>	
	15,456		22,145
	<hr/>		<hr/>
	27,316		37,295
By Fellowes Athenæum (for the Roxbury Branch)	1,017		923
	<hr/>		<hr/>
Totals	28,333		38,218

The following statement includes the accessions by purchase combined with books received by gift or otherwise.

	CENTRAL VOLUMES.	BRANCHES VOLUMES	TOTAL VOLUMES.
Accessions by purchase (including 923 volumes by Fellowes Athenæum, for Roxbury Branch) . . .	15,150	23,068	38,218
Accessions by gift (including 14 volumes through Fellowes Athenæum, for Roxbury Branch) . . .	6,312	577	6,889
Accessions by Statistical Department	438	438
Accessions by exchange	136	136
Accessions of periodicals (bound)	1,734	322	2,056
Accessions of newspapers (bound)	149	149
	<hr/>	<hr/>	<hr/>
	23,919	23,967	47,886

Besides the books added to the Library System as it existed in the year 1913-14, two new reading-room stations have been established under special appropriations, namely at Andrew Square (South Boston), and at Faneuil (Brighton). For these two stations there have been bought 3,629 volumes. If these are combined with the figures in the foregoing tables the additions to the system, as now existing, will stand: Central Library, 23,919 volumes; branches, 27,596 volumes; total, 51,515.

An exceptional purchase of about 10,000 volumes has been made of additional copies of books already in the Library, especially for circulation through the branches. These additional

copies have been carefully selected to meet the demand for books on various subjects, for which our supply was inadequate.

PURCHASES OF FICTION.

The volumes of current fiction purchased, including 84 bought by Fellowes Athenæum, number 2,223; and the replacement of fiction worn out in circulation required the purchase of 14,066 volumes.

Besides these, 1,921 additional copies of recent and standard fiction have been bought to meet demand. In all, therefore, of current and replaced fiction, 18,126 volumes have been bought. The volumes of current fiction have cost \$2,423.08, and the remainder, \$13,498.95; in all, \$15,922.03; or nearly 27 per cent of the expenditures for literary material of every kind, and about 32 per cent of the expenditures for books alone (*i.e.* excluding periodicals).

Of current fiction, 743 different books have been carefully considered. This consideration includes reading by different members of a volunteer reading committee, personal inspection of every book by the Librarian and members of the staff, and constant comparison of review notices in the literary periodicals. The total number of different books accepted for purchase was 113, which included, however, 17 titles examined in previous years but not previously accepted. Of the titles accepted there were bought, as previously stated, 2,223 copies.

The relation to the Library of the volunteer committee which reads current fiction has been frequently pointed out. The committee is entirely unofficial, and the verdict of its members upon a book aims to reflect no more than such an opinion as readers of intelligence would form from a careful reading. The reports of these readers, since they include a brief synopsis of plot, and state briefly how the book impresses them, is of great assistance in determining whether or not a book is desirable for our purposes. But what these volunteer readers say about a book is never conclusive in determining whether or not the book shall be bought. Other factors, as mentioned above, are always

influential and particularly, the amount of money available. The selection rests with the Library. During the last year, besides the books bought, 261 volumes which we were unable to buy were approved by the readers on the committee.

The members of the Committee include representatives of various professions. There are men as well as women among them, and persons of literary training are included, although the point of view of the average reader is sought, rather than that of the trained literary critic. The Committee is not narrow in its membership and its composition is not fixed. On the contrary, the members are frequently changed.

FINANCIAL LIMITATIONS ON BOOK PURCHASES.

The most noteworthy point in connection with the acquisition and use of books is the entire inadequacy of the financial resources of the Library as compared with the wide range of the field to be covered.

It will perhaps surprise even those who use its collections most frequently to learn that the amount of money available yearly for the purchase of books, from the City appropriation, has averaged during the last five years only \$26,429. Out of this sum have been bought books to replace those worn out or lost during use, costing, on the average, \$9,089 annually. We must also provide for continuations of serial publications (such, for example, as the publications of various learned societies) at an expense of about \$5,500 annually. This has left only \$11,840, on the average annually, for the purchase of other *new books of every kind*. Except for the unusual expenditure this year of about \$10,000 for duplicate copies of books in largest demand at the branches, the amount available for books has not increased during recent years. But the demand for books on the popular side of the Library continually increases. I use the phrase "the popular side" meaning thereby the wide use of the Library by the people, distinguished from its limited use by specialists. This use requires not only books for recreational reading, necessary in every large library, but it includes the extensive use of the

Library in popular education, the provision of books in large demand through the schools, the large number required by students of the various higher institutions of learning of which Boston is the centre, various books used by private students who wish to enlarge their knowledge but who have never had opportunities of school instruction, publications for popular reading relating to men and affairs, — biography, political economy, travel, etc. — and books required in larger and larger numbers by women's clubs, and by study classes of various kinds. Many books must be purchased for the Teachers' Reference Collection and additional copies are required for the University Extension Courses. The use of books on the fine arts, including music, needed by students of these subjects, is unlimited and constantly enlarging, so that the demand for material of this kind alone might well exhaust a larger sum than the entire amount we have to spend for books of all kinds. And there are also certain special departments of the Library that have always been important here, and which require constant additions. Fortunately, the income from Trust Funds, although part of it is restricted to books of a certain kind only, is of assistance in respect to these departments. The City appropriation is seldom drawn upon for buying books which are not in immediate popular demand. For example, the purchases of rare examples of Americana, or of books of unusual expense generally, are met out of Trust Fund income.

It will be seen at once, that little money remains to establish and maintain in completeness special collections which otherwise might be perfected, especially in belles lettres, collections which a rich public library ought to possess, but which, if used at all, are used only by specialists or by small groups of scholars. It is inevitable that all branches of literature cannot be completely covered on the limited amount which we have at our disposal, and that choice must be made within rather narrow limits. Not all the rising English poets, for example, can be represented, and, frequently, of those whose books appear at all, only representative volumes can be bought. Of books in the higher ranges of pure literature in French, German, Rus-

sian and other foreign languages only a limited selection can be made. Duplications as a rule must be avoided. If the books of a given writer are bought as they appear from time to time, the purchase of collected editions must often be deferred on account of lack of funds. Obviously, gaps will be found in the collections, which under other circumstances would not exist, and which to one unacquainted with our limitations seem unexplainable.

A library, limited in this way, although it may deplore the necessity, must leave to other and more richly endowed institutions, — more richly endowed, at least, in proportion to the demand, the establishment of exhaustive collections in fields alien to its larger constituency. It must leave to libraries which have specialized in certain departments of literature and which aim to make such departments complete, the responsibility and the satisfaction of continuing these distinctive collections; and confine its own purchases to the representative volumes in largest demand in its own territory, so far as that demand can be gauged. This can be done with less heart burning now than ever before, since the inter-library method of lending often enables a library to obtain for the use of its borrowers a book which it has not been able to buy, or which it has refrained from buying because some other accessible library has it. Every library thus limited must also conserve its resources in co-operation with other libraries in its vicinity, and thus avoid extensive duplications of purchases by institutions only a short distance removed from one another.

Notwithstanding the limitations under which we have made our purchases, as much as possible has been done to make selections that would meet the widest demand. If any one fails to find here volumes, which he thinks should have been purchased, he may bear in mind that to purchase them, other books that someone else is, no doubt, using with satisfaction (perhaps some that even he himself wants and fortunately is able to find here), could not have been bought.

Having said this, I ought also to add that a library like ours should not neglect the real needs of the scholar. It never has done so, and our limitations, serious as they are, have not pre-

vented our retaining a distinctive position, in this respect, among the libraries in this country. The richness of our collections, notwithstanding gaps, is recognized, and may perhaps be indicated by the statistics of books borrowed and lent here on the inter-library loan plan. These are chiefly books required by students or for special research. For example, we lent last year, as shown on page 43, 1,447 such books on requests from other libraries, but found it necessary to borrow only 38. Every summer brings to us students (actively engaged in literary and educational work), who spend here the vacation period in special literary research, because they find here books not otherwise available in the United States.

That the Library might do more, far more, if it had more money at its disposal, is true. That it ought to have more money is also true, but, after all, a library which cannot buy everything is to be judged broadly by what it contains, rather than by the things it does not contain. And as to the use of a library by scholars, the scholar should be distinguished from the dilettante.

NOTEWORTHY ACCESSIONS.

The report of Miss Theodosia E. Macurdy, Chief of the Ordering Department, furnishes the following details as to important accessions, virtually all of which have been bought from the income of trust funds:

Prominent among the purchases have been a collection of books chiefly in the Spanish language, from the library of the late Edward Strobel, consisting of South American literature, political history and international law; a collection of books in modern Greek; a collection of English Hymnals; a series of large wall maps of France, Germany, Eurasia, Europe and the Pacific Ocean; 242 photostat copies of the Boston News Letter from 1704-1708 and 11 original numbers for the year 1743; 15 volumes of the Athenian Gazette, or Casuistical Mercury (London), from 1690 to 1694, completing the Library file; Maryland Archives, volumes 17-34; the Annual reports of the New York Zoological Society, 1-19, 1898-1914; a lithograph of the Old South Church, entitled Recruiting in Boston, 1862; the full orchestral scores in manuscript of Ponchielli's *La Gioconda* and Delibes' *Lakmé*; and the following publications in 21 volumes of the Bibliophile Society:—

The Bibliomania, or Book-Madness, 4 v.; Charles Dickens and Maria Beadnall, 1 v.; Etchings by W. W. Bicknell, after paintings by

Howard Pyle, 1 v.; The idylls and epigrams of Theocritus, 3 v.; Henry, the leper, 2 v.; The odes and epodes of Horace, 9 v.; Polish letters of Jean Paul Marat, 1 v.

- Among the early American almanacs obtained the following are noted:
- An Almanack of the cœlestial motions, aspects and eclipses, &c., for the Year of Christian Æra, 1713. . . . By Edward Holyoke. M.A. . . . Boston: Printed by B. Green, for the Booksellers and Sold at their Shops, 1713.
- An Almanack of cœlestial motions and aspects, for the (Dionysian) Year of the Christian Æra, 1717. . . . By Daniel Travis. Boston: Printed by B. Green, for the Booksellers, and sold at their Shops. 1717. The accession of this almanac gives the Library a consecutive file from 1716 to 1723. (The file from 1707 to 1712, with the exception of 1708, is also consecutive.)
- An Almanack of the cœlestial motions, aspects and eclipses, &c. For the Year, Christian Æra 1718. . . . By Thomas Paine, B.A. Imprimatur Samuel Shute. Boston: Printed by T. Crump, for the Booksellers, and Sold at their Shops. 1718.
- The New-England Diary: or, Almanack for the year of our Lord Christ 1736. . . . By a Native of New England. . . . Boston, in New England, Printed by T. Fleet, for the Booksellers, and sold at their Shops. 1736. . . . This makes the file of Bowen almanacs consecutive from 1723-1737. Bowen almanacs were published from 1722-1738.
- An Astronomical Diary; or, Almanack for the Year of our Lord, 1757; . . . By George Wheten, Philom. . . . Boston: Printed and sold by Edes and Gill, at their Office, next to the Prison in Queen-Street, . . .

Other accessions of individual importance include:

- Alcalde del Rio, Hermilio, and others. *Les cavernes de la région cantabrique (Espagne)*. Monaco. 1911. Illus. Plates. Map. Plans. (Peintures et gravures murales des cavernes paléolithiques.)
- Bannister, Henry Marriott, editor. *Monumenti Vaticani di paleografia musicale latina*. Lipsia. 1913. Facsimiles. Music. Atlas, 130 plates. (Codices e Vaticanis selecti phototypice expressi. Vol. 12.) A history of the development of mediaeval musical notation.
- Barratt, Thomas J. *The annals of Hampstead*. London. 1912. 3 v. Illus. Portraits. Facsimiles. Maps.
- Begni, E., and others, editors. *The Vatican: its history — its treasures*. New York. (1914.) Illus. Portraits. Maps. Plan. Facsimiles.
- Bell, Gertrude Lowthian. *Palace and mosque at Ukhaïdir. A study in early Mohammadan architecture*. Oxford. 1914. Illus. Plates. Plans. Maps. Facsimiles.

- Capitan, Louis, and others. *La caverne de Font-de-Gaume aux Eyzies (Dordogne). Planches et figures par H. Breuil.* Monaco. 1910. Illus. Plates. Plan. (Peintures et gravures murales des cavernes paléolithiques.)
- Bullock, Albert E. *Grinling Gibbons and his compeers.* Illustrated by the principal carvings in the churches of Saint James's, Piccadilly, and Saint Paul's Cathedral. London. 1914. Illus. 61 plates.
- Catholic Church, The, in the United States of America. Undertaken to celebrate the golden jubilee of His Holiness Pope Pius X. Vols. 1-3. (to be continued). New York. (1912-14.) 3 v. Illus. Portraits. Plates.
- Caxton Club Publications. *Joutel's Journal of La Salle's last voyage.* A reprint (page for page and line for line) of the first English translation, London, 1714; with the map of the original French edition, Paris, 1713, in facsimile; and notes by Melville B. Anderson. Chicago. 1896.
- Dreger, Moriz. Josef Führich. Wien. 1912. Text: Portraits. Plates, some colored. Facsimiles. Atlas: 60 plates.
- Eyton, Thomas Campbell. *Osteologia avium; or, a sketch of the osteology of birds.* (And, Supplement 1, 2.) London. 1867-75. 3 v. in 1. Plates.
- Ffoulkes, Charles John. *Decorative ironwork from the XIth to the XVIIIth century.* London. (1913.) Illus. Plates.
- Focard, Jacques. *Paraphrase de l'astrolabe, contenant: Les principes de géométrie. La sphère. L'astrolabe, ou, declaration des choses célestes. Le miroir du monde, ou, exposition des parties de la terre. À Lyon, par Jean de Tovrnes. M.D.XLVI.* Illus. Plates. Diagrams. Vignettes.
- Grohnman, William Alfred Baillie-. *Sport in art. An iconography of sport during four hundred years.* London. (1913.) Illus., some colored. Facsimiles.
- Hunter, Frederick William. *Stiegel glass.* Illustrated . . . by J. B. Kerfoot. . . . Boston. 1914. Illus. Plates, some colored. Maps. Facsimiles. One of an edition of 420 copies.
- Keats, John. *The Keats letters, papers and other relics forming the Dilke bequest in the Hampstead Public Library, reproduced in colotype facsimiles, edited by G. C. Williamson.* London. 1914. Plates.
- Kingman, Ralph Clarke. *New England Georgian architecture: measured drawings with full size details.* New York. 1913. 55 plates.
- Lauer, Philippe. *Le palais de Latran: étude historique et archéologique. Thèse pour le doctorat présentée à la Faculté des lettres de Paris.* Paris. 1911. Illus. Plates. Map. Plans. Facsimiles.
- Le Lieur, Jacques. *"Le livre enchaîné," ou livre des fontaines de Rouen, manuscrit de la Bibliothèque de Rouen, 1524-1525, publié intégrale-*

- ment par Victor Sanson. Rouen. 1911. 2 v. Text: Coat of arms. Illuminated initials and borders. Facsimiles. Atlas: 83 plates, 79 colored.
- Lydekker, Richard. Animal portraiture, being fifty studies by Wilhelm Kuhnert, accompanied by a series of original articles by R. Lydekker. London. (1912.) Colored plates.
- Livingston, Luther S. Franklin and his press at Passy. An account of the books, pamphlets, and leaflets printed there, including the long-lost 'Bagatelles.' New York. The Grolier Club. 1914. Illus. Portrait. Facsimiles.
- McKay, William, and W. Roberts. John Hoppner, R.A. New edition, with supplement and index. London. 1914. Portraits. Plates.
- Malaguzzi Valeri, Francesco. La corte di Lodovico il Moro. La vita privata e l'arte a Milano nella seconda metà del quattrocento. Milano. 1913. Illus., some colored. Portraits. Facsimiles.
- Melonyav, Dezső. A Magyar nép Művészete. Budapest. Franklin-Társulat. 1907-1912. 4 vols. Illus. Plates. Quarto. (Fine arts, industrial arts, costume and architecture of Hungary.)
- Mucha, Alphonse. Documents décoratifs. Paris. (1914.) 72 plates.
- New England Primer. 1787. The New-England primer improved, for the more easy attaining the true reading of English. To which is added, the Assembly of Divine's catechism. Boston: Printed and sold by the book-sellers. 1787. Illus. Portrait.
- New England Primer, enlarged and improved: or, an easy and pleasant guide to the art of reading. Adorned with cuts. Also, with the catechism. Newburyport. Printed by John Mycall, for John Boyle, Marlborough St., Boston. (1790?)
- Nicholson, Edward Williams Byron. Early Bodleian music. Introduction to the study of some of the oldest Latin musical manuscripts in the Bodleian Library, Oxford. London. 1913. 71 facsimiles. (This work forms a complement to Sir John Stainer's Early Bodleian music.)
- Richardson, A. E. Monumental classic architecture in Great Britain and Ireland during the eighteenth & nineteenth centuries. London. (1914.) Illus. Plates. Plans.
- Rodin, François Auguste. Les cathédrales de France. Introduction par Charles Morice. Paris. 1914. 100 plates.
- Smith, Harry Bache. A sentimental library. Comprising books formerly owned by famous writers, presentation copies, manuscripts, and drawings. Collected and described by Harry B. Smith. Privately printed. (New York.) 1914. Portraits. Plates, some colored. Facsimiles.

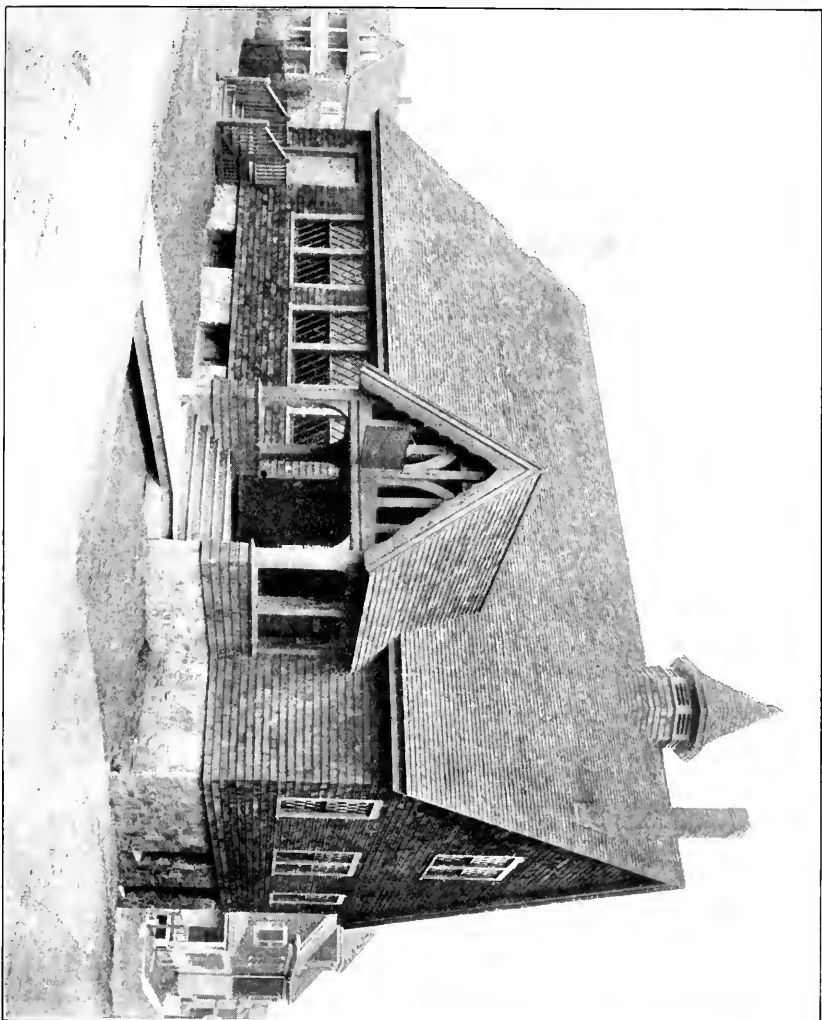
- Sprengel, Matthias Christian. Ueber den jetzigen nordamerikanischen Krieg und dessen Folgen für England und Frankreich. Leipzig. 1782.
- Steinmann, Ernst. Die Portraitdarstellungen des Michelangelo. Leipzig. 1913. Illus. Portraits. 107 plates. (Roemische Forschungen der Bibliotheca Hertziana. 3.) No. 9 of an edition of 300 copies.
- Verneuil, P. Encyclopédie artistique et documentaire de la plante. Aquarelles de A. Bailly, Colmet d'Age, de Schryver, Habert Dys, Védy, etc. Dessins de Mucha, Méheut, Barberis, etc. . . . Paris. (1914.) 4 v. Plates, some colored.
- Willmott, Ellen. The genus Rosa. Drawings by Alfred Parsons. London. 1910-14. 2 v. Illus., many colored.
- Zimmermann, Ernst Albert. Chinesisches Porzellan. Leipzig. 1913. Text. Atlas, 140 plates, some colored. 3 tables.

GIFTS.

The gifts received during the year, from 3761 donors, numbered 8791 volumes, 16,560 serials, 313 photographs and 81 newspaper subscriptions. The following list represents the gifts of importance received; except as otherwise noted, the givers are residents of Boston:

- American Book Company. Six volumes of juvenile text-books.
- Andreas, William D., Cambridge. Boston Museum and Park Theatre Programmes, 1898-1913, and other material relating to the stage.
- Andrews, Mrs. Judith W., Estate of, through Clement Walker Andrews. 394 volumes, 154 periodicals, 47 dramas and librettos, also 33 photographs and a collection of sheet music.
- Benton, Josiah H. One hundred and eighty-five volumes, three mounted photographs and 50 post cards (Swiss views).
- Berlin Photographic Company, New York City. Catalogues of exhibitions of paintings, drawings, etc., with introduction and appreciation by Martin Birnbaum.
- Bernardy, Miss Amy, and the Italian Consul-General. Forty-five books in Italian for the North End Branch.
- Boston, City of. Assessing Department. 349 volumes giving the value of real estate in the City of Boston.
- Boston Art Commission. Sixteen photographs of sculpture.
- Boston Browning Society. Twenty-three volumes for the Browning Collection.
- Brackett, Miss Harriet. Sixty volumes, chiefly Italian literature, 33 guide-books, 14 volumes of music and 48 pieces of sheet music. For North End Branch.
- British Museum. Coptic Martyrdoms, etc., in the dialect of Upper Egypt. Coptic Apocrypha in the dialect of Upper Egypt.

- Catalogue of the Cuneiform tablets in the Kouyunjik Collection — Supplement by L. W. King.
- The Book of the Dead — Facsimiles of the Papyri of Hunefer, Anhai, Kerāsher, etc. Transcripts and translations by E. A. Wallis Budge.
- Brown, Allen A. 171 volumes of music, 41 programmes, 4 photographs, 23 volumes for the Brown Dramatic Collection and \$50. in part payment of two Opera Scores.
- Brown, Arthur K. Four volumes of portraits of musicians, collected and mounted by Mr. Brown for the Brown Dramatic Collection.
- Carr, Samuel. Programmes of Easter, Christmas, and other special services, at the Old South Church, Boylston Street, Boston, from April 2, 1884, the date of the installation of George A. Gordon, D.D., to and including Easter Sunday, April 3, 1904. Samuel Carr, organist and director of music at the Old South Church, April 1884 — April 1904.
- Club of Odd Volumes. Exhibition — Prints, playbills, advertisements and autograph letters to illustrate the history of the Boston stage from 1791 to 1825. From the collection of Robert Gould Shaw.
- Coolidge, Mrs. J. R. Twenty volumes of miscellaneous works and 109 numbers of periodicals.
- Dyck, Professor Walther von. Deutsches Museum, München. Twenty-four publications of the Deutsches Museum von Meisterwerken der Naturwissenschaft und Technik.
- Elliott, Mrs. Maud Howe. A marble bust of Mrs. Julia Ward Howe, by Shobal Vail Clevenger.
- Fiske, Mrs. Andrew. The original manuscript and pen drawings made by Mrs. Elizabeth Wells Gallup for "Studies in bi-literal cypher."
- Gay, Frederick L., Brookline. Synopsis medicinae; or, a compendium of Galenical and chymical physick. By Zerobabel Endecott. Introduced and annotated by George Francis Dow. Salem. 1914. One of an edition of 200 copies. From an unpublished manuscript dated 1677.
- Great Britain. Patent Office. Ninety-five volumes of specifications and six volumes relating to Patents.
- Hale, Philip. Five volumes of music, also five volumes for the Brown Dramatic Collection.
- Hersey, Miss Heloise. Thirty volumes, miscellaneous works and seventy-seven pamphlets relating to Vassar College.
- Hills, Frederick S., Albany, N. Y. A complete set of "Men of New York State," in 74 parts. (Biographies with portraits.) Edited by the Hon. James H. Manning.
- Johnson, John G., Philadelphia. Catalogue of a collection of paintings and some art objects. 3 volumes. 1. Italian. 2. Flemish and Dutch. 3. Modern. [Owned by John G. Johnson.] Philadelphia. 1913, 1914. Plates. One of an edition of 300.



FANEUIL READING ROOM.

- Lothrop, Lee and Shepard Company. Thirty-four volumes, text-books, for the Teachers' Reference Collection.
- Loughlin, Mrs. John F. One hundred and fourteen volumes of miscellaneous works, including a number of text-books.
- Marion, Mrs. Horace E. One hundred and forty-seven mounted photographs, miscellaneous foreign views, and the Century gallery of one hundred portraits. For Brighton Branch.
- Massachusetts Historical Society. Photostat reproductions of 17 numbers of the Boston Weekly Newsletter for the year 1743. Twenty-three photostat reproductions of broadsides and one of Bonner's Map of the Town of Boston.
- Morgan, J. Pierpont, New York City. Babylonian records in the Library of J. Pierpont Morgan. Part 3. New York. Privately printed. 1914.
- Perry, Thomas Sergeant. Eighteen volumes, including a number of Russian works.
- Richards, Miss Elise E. Thirty-six volumes of The Boston Transcript. 1830-1847.
- Ross, Mrs. W. O. Thirty-one volumes of miscellaneous works and 41 numbers of periodicals.
- Saltonstall, John L. Reminiscences of the Civil War and autobiography of William Gurdon Saltonstall. Boston. Privately printed. 1913.
- Sampson & Murdock Company. Eighty-five directories of cities and towns in the United States and Canada.
- Shaw, Robert G. Forty-one concert programs, 1865-1871.
- Smith, Mrs. Charles C. Ninety-three books and pamphlets and 202 numbers of periodicals.
- Tileston, Mrs. John B. Thirty-nine volumes, including "Histoire de l'Abbaye de Port-Royal," in 34 volumes.
- Webster, Frank G. Jones, E. Alfred. The old silver of American churches. Letchworth, Eng. 1913. Illus. Plates. Privately printed for the National Society of the Colonial Dames of America.
- White-Smith Music Publishing Company. One volume and ninety-seven pieces of new sheet music.
- Widener, Mrs. George D., Ashbourne, Penn. A catalogue of the books and manuscripts of Robert Louis Stevenson in the Library of the late Harry Elkins Widener. Privately printed. 1913.

THE CATALOGUE DEPARTMENT.

During the year, under the direction of Mr. S. A. Chevalier, Chief of the Catalogue Department, 72,555 volumes and parts of volumes, including 51,871 different titles have been catalogued

or re-catalogued. The usual comparative table presents the details:

		VOLS. AND PARTS.	TITLES.	VOLS. AND PARTS.	TITLES.
Catalogued (new):		1913-14.		1914-15.	
Central Library Catalogue		17,422	12,244	22,017	20,614
Serials		6,687	5,929
Branches		17,624	15,594	28,293	24,046
Re-catalogued		15,931	9,468	16,316	7,211
Totals		57,664	37,306	72,555	51,871

There have been 261,685 catalogue cards added to the public catalogues (226,228 at Central) during the year. Within a few days after the receipt of every new bound book a temporary card is filed in the Bates Hall Public Catalogue, under the name of the author, so as to make the book available to public use without delay. Later, this temporary card is replaced by the usual permanent author and title and subject card.

A large number of subject headings in the card catalogues have been revised, sub-divided and made more convenient for consultation. This work proceeds from year to year, and old cards, long in use, made up by titles clipped from the old printed catalogues and pasted on the cards, are continually being replaced by new printed cards, in more legible type.

The new and enlarged edition of the Catalogue of our valuable and extensive collection of books relating to Architecture and allied subjects, in process for some months, has been completed and issued in print, the revision of the sheets, as they passed through the press, being in charge of Miss Mary H. Rollins.

Of the Allen A. Brown Music Catalogue, Part 1 of Volume 3 has been published, and Part 2 is nearly all in type. This will complete the main body of this important work, but Part 3 will consist of a Supplement to cover the many titles which have accumulated during printing.

The preparation of a Card Catalogue for the Allen A. Brown Dramatic Collection has been finished, and virtually all the titles in our general collection of dramatic literature, by authors or on subjects represented in the Brown Collection, have been copied in anticipation of the printed catalogue which we propose to publish. Many eighteenth century pamphlets relating to

matters of controversy upon dramatic subjects and which have never been separately catalogued previously, will be included.

A catalogue of American periodicals relating to history, consisting of about 15,000 titles, in preparation by Mr. William Abbott, has, in co-operation with other libraries, been examined, and the titles checked so as to indicate those possessed by our Library.

Also, as a work of library co-operation, facilities have been extended to Mr. T. J. Homer, for the inclusion of such material as we possess in a list he is preparing of the periodical literature to be found in all the libraries in this vicinity. This list has now advanced as far as the letter H.

Much other work of revision and re-cataloguing of certain special collections has been carried on during the year, in order to promote the convenient use of the books. Many works in the general collection have been transferred to special collections for greater safety and convenience. In such cases, new cataloguing and recording is necessary. It will be apparent, therefore, that a great deal of work falls upon the Catalogue Department that is not represented merely by the number of new books catalogued.

Various periodicals, bibliographies, publishers lists and sale catalogues are continually under examination by Mr. Murdoch, Dr. Muss-Arnolt, Mr. Taylor, and others members of the staff, in anticipation of selections for purchases.

SHELF DEPARTMENT.

The usual Shelf Department statistics follow, from the report of Mr. W. G. T. Roffe, in charge:

Placed on the Central Library shelves during the year:	
General collection, new books (including continuations)	20,653
Special collections, new books	2,801
Books reported lost or missing in previous years, but now found, transfers from branches, etc.	1,990
	<hr/> 25,444
Removed from the Central Library shelves during the year:	
Books reported lost or missing, condemned copies not yet replaced, transfers, etc.	10,635
	<hr/>
Net gain, Central Library	14,809
Net gain at branches (including reading-room stations)	16,790
	<hr/>
Net gain, entire library system	31,599

The total number of volumes available for public use at the end of each year since the formation of the Library is shown in the following statement:

1852-53	9,688	1884-85	453,947
1853-54	16,221	1885	460,993
1854-55	22,617	1886	479,421
1855-56	28,080	1887	492,956
1856-57	34,896	1888	505,872
1857-58	70,851	1889	520,508
1858-59	78,043	1890	536,027
1859-60	85,031	1891	556,283
1860-61	97,386	1892	576,237
1861-62	105,034	1893	597,152
1862-63	110,563	1894	610,375
1863-64	116,934	1895	628,297
1864-65	123,016	1896-97	663,763
1865-66	130,678	1897-98	698,888
1866-67	136,080	1898-99	716,050
1867-68	144,092	1899-00	746,383
1868-69	152,796	1900-01	781,377
1869-70	160,573	1901-02	812,264
1870-71	179,250	1902-03	835,904
1871-72	192,958	1903-04	848,884
1872-73	209,456	1904-05	871,050
1873-74	260,550	1905-06	878,933
1874-75	276,918	1906-07	903,349
1875-76	297,873	1907-08	922,348
1876-77	312,010	1908-09	941,024
1877-78	345,734	1909-10	961,522
1878-79	360,963	1910-11	987,268
1879-80	377,225	1911-12	1,006,717
1880-81	390,982	1912-13	1,049,011
1881-82	404,221	1913-14	1,067,103
1882-83	422,116	1914-15	1,098,702
1883-84	438,594		
Volumes in entire library system			1,098,702
In the branches and reading-room stations			270,360

These volumes are located as follows:

Central Library	828,342	Lower Mills (Station A)	856
Brighton	19,690	Roslindale (Station B)	7,406
Charlestown	15,515	Mattapan (Station D)	987
Codman Square	4,842	Neponset (Station E)	1,369
Dorchester	20,338	Mt. Bowdoin (Station F)	4,769
East Boston	16,751	Allston (Station G)	2,064
Hyde Park	27,181	Mt. Pleasant (Station N)	2,213
Jamaica Plain	15,336	Broadway Ext. (Station P)	3,160
North End	5,337	Warren St. (Station R)	2,017
Roxbury Branch:		Roxbury Crossing (Station S)	1,664
Fellowes Athenæum 29,118		Boylston Sta. (Station T)	1,982
Owned by City 8,218		Andrew Square (Station Y)	2,038
Total, Roxbury Branch	37,336	Orients Heights (Station Z)	2,010
South Boston	17,327	City Point (Station 23)	3,044
South End	16,509	Parker Hill (Station 24)	1,376
Upham's Corner	8,562	Faneuil (Station 25)	1,682
West End	17,756		
West Roxbury	9,243		

Net gain at Central Library	14,809
Net gain at branches and reading-room stations	16,790
Net gain, entire library system	<u>31,599</u>

CHILDREN'S DEPARTMENT, CENTRAL LIBRARY.

During the year 79,003 books were lent from the Children's Department, at the Central Library, for use outside the building. This number is included in the figures of total circulation given on pages 40-41, and is shown separately here, to indicate the large use of the Department. An increase is recorded of 10,396 volumes over the number issued in the preceding year.

It may be interesting to note that of the total "home use" circulation at the Central Library, 20 per cent is through the Children's Department. At the branch libraries slightly more than 50 per cent of the entire circulation is for juvenile readers. Much of their reading is recreative, but no inconsiderable part of it is educational. A large amount of reference work is done with children, and in connection with the preparation of study courses. The introduction of commercial subjects in the schools has required changes in the reference work, reflected in the demand for elementary books on such topics as the tariff, finance, industrial processes, food products, transportation, etc. Books on the civil service and on other vocational opportunities are also in request. The ability to deal, intelligently, with such reference work, and to help pupils, who are sent to the Library by teachers, requires familiarity with the general collection as well as with the books reserved in the Children's Department. It requires also, wider knowledge on the part of the attendants. The aim, of course, is to so direct the children who are seeking aid, that they may themselves acquire the proper method of literary research, and gain facility in selecting the important facts.

The Custodian of the Department, Miss Alice M. Jordan, has, during the year, given talks on the use of the Library to classes from the schools, besides addresses, upon request, before teachers, clubs, parents' associations, and other organizations, — all in relation to the educational work in which this Library, through its Children's Department, so effectively co-operates.

Under the Custodian's direction a short list of books for vacation reading was issued, and also a list of 1000 titles prepared by request of the National Congress of Mothers, which has been printed by the Bureau of Education.

Through the kindness of Professor Sargent of the Arnold Arboretum the Children's Department and some of the branches are receiving specimens of trees and shrubs, in bud, in blossom, and in fruit. These specimens include those of native growth, as well as examples of rare and beautiful importations and they are not only ornamental but are instructive to the careful observer.

By this co-operation, the Arnold Arboretum hopes to make itself more widely known and more fully enjoyed by our citizens, and the Children's Department is enabled to stimulate the wider interests of its visitors.

The Teachers' Reference Collection, placed in one of the rooms of the Children's Department at the Central Library, is constantly used. In this room, also, reserves of books are placed for use in connection with the University Extension Courses. Reserves are now made for teachers of manual training. The important educational periodicals (for the use of teachers) are also currently filed here.

Concerning the enlarged use of this room, Miss Jordan, in her annual report, remarks:

The use of the books and periodicals has very largely increased during the year and the increase in the number of readers has been followed by an increase in the amount of reference work required. This work demands a specialist in educational subjects. It pertains to material required for the discussion of specific problems, dealing with methods of teaching different subjects in the school curriculum, with the matter of discipline, with school extension, and similar subjects. From the questions asked daily the following topics have been selected, as representative of the information constantly desired:

Grading and promotion of pupils.

Methods of disciplining children in the kindergarten and primary grades.

The teaching of eugenics in schools and colleges.

Agricultural education.

Teaching children the use of money.

The Binet texts.

Development of the public school system.

Books on sand gardens, open air schools, continuation schools.

Psychology of the relation of man to man.
 Methods of teaching children to read.
 Froebel on playgrounds.

BATES HALL.

By the report of Mr. Oscar A. Bierstadt, Chief of the Reference Department, the use of the reference collection, and the demand of readers for books to be used in Bates Hall continues to increase. It is worth noting, as he points out, that the collection reserved on the open shelves here, about 10,000 volumes, carefully selected to cover different departments of literature, would, of itself, be a valuable library if considered independently. These books are open to use without formality. Besides this informal use 683,000 slips have been required by requests for books from the stacks for use at the Bates Hall tables.

At the reference desk in the public catalogue room the attendants are constantly occupied in assisting readers, in directing attention to the best books covering a great variety of subjects, and in answering reference questions, both directly and through correspondence.

Our custom of assembling in Bates Hall, in prominent position near the Centre Desk, books relating to important subjects of current interest, is appreciated by the public, and many readers use these books who would not otherwise find access to them. Recent reserves of this kind related to affairs in Mexico, and to the European war.

THE SPECIAL LIBRARIES.

The Special Libraries, so-called, include all the departmental collections at the Central building, which relate to the Fine (and technical) Arts, *i.e.*, painting, sculpture, architecture (with the allied subjects of design and building technique), landscape architecture (with city and town planning, garden design, etc.); the Allen A. Brown Music Collection; The Barton-Ticknor libraries (with the Barton collection of Shakesperiana, and the George Ticknor collection of Spanish literature); the Allen

A. Brown Dramatic Library; the Galatea Library (relating especially to the modern progress of woman); the Prince Library (rare Americana); the Artz collection (mainly poetry); the Bowditch collection relating to mathematics; the Browning Library; and other special collections.

In order that the widest possible publicity may be given to the facilities which the Library offers through this group of special libraries, I repeat what was said in the report for 1913:

The valuable books in this group are especially used by scholars and students engaged in literary research. Many of the volumes can be found in no other library in this country and the reading tables in the Barton Gallery are in constant use under reservation by authors, educators, and others who find in this retired reading-room the quiet and privacy necessary to their work. In the Fine Arts reading-room the tables are usually fully occupied, and the considerable number of books on open shelves are freely used, as in Bates Hall. The West Gallery leading from this reading-room is especially devoted to reservations for classes from the schools of art and design, to various other study classes, and to conferences in connection with the University Extension Courses. In the Allen A. Brown Music Room, students of music find material obtainable in no other place. The entire work of the Special Libraries is in the highest sense educational, and the training and experience of the attendants is an essential element in the effective public service which is given in these rooms.

Mr. Frank H. Chase, Custodian, presents in his report the statistical data from which the following details are extracts:

FINE ARTS DEPARTMENT.

The direct circulation from this Department for use outside the building (included in the home use circulation, pages 40-41) was 22,071 volumes, compared with 20,668 volumes thus circulated in 1913.

The circulation of pictures sent out as aids in study, and covering a variety of subjects, is shown below:

BORROWERS.	PORTFOLIOS ISSUED.
Public schools	2,238
Private schools	45
Clubs	13
Classes	23
Sent to branches for exhibition or study	241
Miscellaneous	172
	<hr/> 2,732

This number of portfolios compares with 2,511 the number sent out in 1913.

BARTON-TICKNOR ROOM.

Barton-Ticknor books issued	13,444
Maps issued	956
Books from other departments, issued for readers in this room	5,334

ALLEN A. BROWN MUSIC ROOM.

The number of volumes issued for use in this room is 13,268. The number added to the collection is 368, of which 171 were given by Mr. Brown.

From the Fine Arts Department, 40 volumes have been transferred to the Music Room shelves, consisting mainly of sixteenth and seventeenth century treatises, and original editions of great composers.

Among the more important additions to the collection are:

Orchestral scores of Delibe's opera "Lakmé" and Ponchielli's "La Gioconda;" full scores in autograph manuscripts of Coleridge-Taylor's "Hiawatha's Wedding-feast;" and C. H. Parry's "Job;" and a duet for violoncello and contra bass by D. Dragonetti.

MISCELLANEOUS ACTIVITIES OF SPECIAL LIBRARIES.

Visits of Classes.

The number of meetings held by classes and study clubs during the year is 137, including an attendance of 2,330 members, besides an attendance of 1,060 students in connection with the University Extension Conferences, or a total of 3,390.

LECTURES AND EXHIBITIONS.

The following list includes the free public lectures given at the Central Library during the year, and also the exhibitions open to the public at the Central building.

With regard to the Lectures, it should be mentioned that they have cost the Library nothing, except for the services of a lantern operator whenever required, the expense of lantern slides (added, however, to our collection), and a small amount for expense of

supervision. We are under obligations to the lecturers who have generously co-operated in our work, by giving their services, and to the associations who have assisted in the programmes. They have rendered public service of value. The lectures are educational; and audiences totalling for the season upwards of 20,000 persons have attended them.

Lectures.

NOTE:—All lectures, except those marked with an asterisk, were illustrated with lantern slides. The afternoon lectures before the Ruskin Club are not included in the list.

1914

- Jan. 18. How to enjoy pictures in art and nature. Henry Warren Poor, M.A.
- Jan. 21. Horace's Sabine Farm. Professor E. K. Rand. (Auspices of Archaeological Institute of America.)
- Jan. 22. Rome. Cora Stanwood Cobb.
- Jan. 25. The Stage of To-day.* III. Contemporary Dramatists and their Plays. Frank W. C. Hersey.
- Jan. 29. Fertile Argentine and its Vast Patagonian Pampas. Charles Wellington Furlong, F.R.G.S.
- Feb. 1. Avignon and Southern France. Mabel Frances Knight.
- Feb. 5. Style in American Architecture.* Ralph Adams Cram.
- Feb. 8. James Matthew Barrie, Story-writer and Dramatist.* E. Charlton Black, LL.D.
- Feb. 9. Municipal Gymnasiums. Dr. Dudley A. Sargent. (Auspices of Field and Forest Club.)
- Feb. 12. The Landmarks of Paris: a history in stone. Huger Elliott.
- Feb. 15. Cleopatra and Her Children.* S. Richard Fuller.
- Feb. 19. The March of the Turks. I. The Advance, Khiva to Vienna (1213-1529). Frank H. Chase, Ph.D.
- Feb. 22. The Stage of To-day.* IV. Contemporary Dramatists and their Plays (continued). Frank W. C. Hersey.
- Feb. 26. The Land of William Tell. Francis Henry Wade, M.D.
- Mar. 1. Das neuere Deutsche Drama* (in German). Edmund von Mach.
- Mar. 2. Angels in art. Fräulein Antonie Stolle.
- Mar. 5. Recent Explorations in South America. Professor Hiram Bingham. (Auspices of Archaeological Institute of America.)
- Mar. 5. The March of the Turks. II. The armed camp and the retreat (1529-1913). Frank H. Chase, Ph.D.
- Mar. 8. Reading: The Dreamer, a drama of the life of Joseph, by Mrs. Percy Dearmer.* Helen Weil.

- Mar. 9. The Cape Cod Canal. J. W. Miller. (Auspices of Field and Forest Club.)
- Mar. 12. The Great Panama Canal. Charles Mason Fuller, U.S.N.
- Mar. 15. Folk Songs of Western Europe.* Henry L. Gideon, with illustrations by Constance Ramsay Gideon.
- Mar. 19. Tyrol. Rev. Leo J. Logan.
- Mar. 22. George Washington and the Revolution. John Kennedy Lacock.
- Mar. 26. Some Phases of the Housing Question. Walter H. Kilham.
- Mar. 27. German Castles. Dr. Karl O. Bertling.
- Mar. 29. The Making of Books before the Days of Printing. William C. Bamburg.
- Apr. 2. Nooks and Corners of the Old Bay State. John Ritchie, Jr.
- Apr. 5. Meunier and Stevens: the artist of labor and the artist of "fashion." F. Melbourne Greene.
- Apr. 13. More than a Half Century of Street Railroading in Boston. Capt. Augustus G. Reynolds. (Auspices of Field and Forest Club.)
- May 11. New Zealand, its Scenery and Social Life. Rev. Ralph Bray. (Auspices of Field and Forest Club.)
- June 8. American Pageants and Pageantry. William C. Langdon. (Auspices of Boston Pageant Association.)
- Oct. 8. Japan Through the Camera. Herbert D. Heathfield. (Auspices of Field and Forest Club.)
- Oct. 11. The Possibilities of Pageantry for Holiday Observances. Frank Chouteau Brown.
- Oct. 15. Around the Bay of Naples. Cora Stanwood Cobb.
- Oct. 18. The Music of the Bible.* Louis C. Elson; with musical illustrations.
- Oct. 22. The Battleship: its Evolution from the Nile Boat 2500 years B.C., to the "North Dakota." Charles Mason Fuller, U.S.N.
- Oct. 25. Historic Boston and Vicinity: Colonial and Revolutionary Landmarks. John Kennedy Lacock.
- Oct. 29. America — the Triumph of a Great Nation. George N. Cross, A.M.
- Oct. 31. Esperanto, the international language; its principles and uses.* George W. Lee. (Auspices of New England Esperanto Society.)
- Nov. 1. John Masefield, "The man of to-day and to-morrow in poetry."* Anna Johnson, A.M.
- Nov. 5. Assisi of Saint Francis. Louis C. Newhall.
- Nov. 8. The critic and his tribulations.* Olin Downes.
- Nov. 9. Paper-making, ancient and modern. William B. Wheelwright.

- Nov. 10. Song recital for children.* Mrs. Jessie L. Gaynor and Miss Rose Gaynor.
- Nov. 12. Hayti. Roger W. Babson. (Auspices of Field and Forest Club.)
- Nov. 15. Hunting with Canoe and Camera in New Brunswick. W. Lyman Underwood.
- Nov. 19. Russia. John C. Bowker.
- Nov. 22. Reading: Monna Vanna, by Maurice Maeterlinck.* Cora Marceau Holahan. With selections from Henry Fevrier's opera, rendered by Misses Anna B. Eichhorn, violin; Florence M. Colby, 'cello; and Eleanor G. Flinn, piano.
- Nov. 29. The Library Story Hour: what it is. May W. Cronan. With illustrative story-telling by Mrs. Cronan and J. J. Cronan.
- Dec. 3. Austria-Hungary. John C. Bowker.
- Dec. 6. Lecture Recital: Folk Song and Art Song.* Henry L. Gideon, A.M. With musical illustrations by Constance Ramsay Gideon.
- Dec. 10. Rambles in Quebec and New Brunswick. Guy Richardson. (Auspices of Field and Forest Club.)
- Dec. 13. The Country of George Eliot. Charles S. Olcott.
- Dec. 17. A Horseback Ride Through Greece in the Summer of 1914. George W. Tupper, Ph.D.
- Dec. 20. Lecture Recital: Old Songs of Old France.* A. T. M. de Andria.
- Dec. 27. How to listen to plays.* Alice Howard Spaulding, A.B.
- Dec. 31. The Musical Genius of Birds.* Charles Crawford Gorst. Illustrated by colored bird portraits in enlarged pastels, and imitations of bird songs.

1915

- Jan. 3. Jean Sibelius and His Music.* Olin Downes. With musical illustrations.
- Jan. 5. Our Houses, past and present. Mrs. Elizabeth McDonald.
- Jan. 7. Chile, the Strait of Magellan, and the Wondrous Fuegian Archipelago. Charles Wellington Furlong, F.R.G.S.
- Jan. 10. A tour from Mexico City to Vera Cruz. Lula Blake Hamer.
- Jan. 14. Municipal Administration. His Honor the Mayor, James M. Curley. (Auspices of Field and Forest Club.)

Exhibitions, Central Library.

1914

A. In the Fine Arts Department.

- Jan. 19. Modern Rome.
- Jan. 26. South America. — Southern France.
- Feb. 2. American Architecture.

- Feb. 9. Paris.
- Feb. 16. Turkish Empire. — Foreign Ports.
- Feb. 23. Switzerland.
- Mar. 2. Angels in Art.
- Mar. 9. Church Architecture in Rome.
- Mar. 15. Drawings in the Uffizi Gallery.
- Mar. 19. Tyrol.
- Mar. 23. Garden Cities.
- Mar. 27. German Castles.
- Mar. 30. Massachusetts.
- Apr. 2. Medici Prints (new accessions).
- Apr. 20. Memorial Exhibition: Books, pictures, and manuscripts illustrative of the life and work of William Shakespeare (born April 23?, 1564).
- May 1. French Ironwork.
- May 11. Etchings by Dwight C. Sturges (lent by the artist).
- May 25. Pictures appropriate to Memorial Day.
- June 3. French Sculpture.
- June 6. Hawaiian types (original photographs lent by Miss M. L. Millard).
- June 15. European Travel Posters (lent by Mr. and Mrs. Hugh Rankin).
- July 28. Austria-Hungary and the Balkans.
- July 31. Architecture of Dalmatia.
- Aug. 12. Belgium. — Germany. — Russia. — Architecture of Liège.
- Aug. 20. Pope Pius X. and the Vatican.
- Sept. 21. Rheims Cathedral.
- Oct. 5. Japan.
- Oct. 13. The Bay of Naples.
- Oct. 19. Historic Boston and Vicinity.
- Nov. 2. Assisi of St. Francis.
- Nov. 9. Modern Printing Papers (lent and arranged by Paper-Makers' Advertising Association).
- Nov. 16. Russia.
- Nov. 30. Austria-Hungary.
- Dec. 7. Canada. — Niagara Falls.
- Dec. 14. Greece.
- Dec. 21. Madonnas.
- Dec. 23. Illuminated manuscripts and Early printed books.
- 1915
- Jan. 1. Panoramas of American Scenery.
- Jan. 11. Parks and playgrounds of Boston. — Illuminations and miniatures from the Grimany Breviary.
- Jan. 14. Italian books of the fifteenth and sixteenth centuries, containing woodcuts (lent by Wellesley College Library).

1914 B. In Street-Floor Exhibition Room

- Jan. 16. Mexico.
 June 29. Salem, Massachusetts.
 Aug. 10. Gardens.
 Sept. 9. Maps of the European War Area.
 Nov. 2. The Boston Public Library and its Branches.
 Nov. 11. Baby-Saving Exhibit (collected and arranged by the American Association for Study and Prevention of Infant Mortality).

1915

- Jan. 1. The Work of the Lowell Observatory, Flagstaff, Arizona
 (lent and installed by the Observatory).

1914

C. In the Music Room.

- Sept. 11. Memorial Exhibition: "The Star-Spangled Banner."

LECTURES AND EXHIBITIONS AT THE BRANCHES.

Besides the Lectures and Exhibitions at the Central Library, others at the Branch Libraries have been open to the public.

The exhibitions are arranged upon a definite plan of rotation from branch to branch through the season. The lectures at the North End Branch, in Italian, under the auspices of the Boston Branch of the Società Nazionale Dante Alighieri may be especially mentioned. Others (in English) have been given at the Upham's Corner Branch, and the course is to be continued during the season.

BRANCHES AND STATIONS.

The service required by the public through the Branch Department of the Library continues to increase. The Codman Square Reading Room was designated a branch, November 1, and there are now, 14 principal branches, and 16 minor branches (termed for convenience "reading-room stations"), all operated in unison with the Central Library, by means of a system of daily vehicle transportation. Subsidiary agencies of distribution within the Branch system have, during the year, included 62 fire department houses, 38 institutions, and 155 public and parochial schools. The following figures summarize the operations for the year:

	VOLUMES.
Circulation through the branches (recorded also on pages 40-41) . . .	1,737,920
Gain, as compared with preceding year	149,912
Total cost of operation, chargeable against the City appropriation . . .	\$141,107.71

Unless one comes into direct contact with it, the work of the Branch Department cannot be appreciated. Through its activities the facilities of the Central Library, with its valuable collections of circulating books, are made available in the out-lying districts of the City, and the various branch collections supplement the Central in bringing the books near to the homes of the people. Each branch library is the centre of a group of schools, and it is the especial duty of the custodians to care for the demand for books from the schools assigned to their districts respectively. Books are sent to the schools on deposit, by requests from teachers, through the Branch Department. Special collections of books, required for reference work in connection with the course of study, are reserved at the branches for the use of pupils; pictures are sent directly from the branches to the schools, (supplementing the portfolios sent from the Central Library); and the schools are visited periodically for the purpose of issuing library cards. The Department also arranges for the deposits of books at various institutions, and the work of inter-library lending. All this work is likely to increase continuously, as the demand through the branches increases with the growth of the City. The space devoted to it at the Central Library is already outgrown, and no more space is available within the walls of the present building. The problem of finding additional room is one that must soon be faced.

The relation of the branches to those who use books is in some respects closer than that gained through any other function of the Library. The custodians soon acquire intimate knowledge of the requirements of the patrons whom they serve. The branches are centres of comparatively small districts, and this makes such intimate knowledge possible. The custodians therefore are able to observe closely the influence of the Library upon those who use it, many instances of human interest grow out of this, and some of them are pertinent here, since they show, as cannot be shown by figures or by mere didactic statement, what the Library is doing for the people. In regard to work with the schools, I quote the following extracts from their reports, made to Mr. Langdon L. Ward, Supervisor of Branches:

Co-operation between the Library and the schools is very gratifying, and appreciation of the Library System as a whole is frequently heard. One teacher has brought members of her class to the reading room several times. The facilities were informally explained to the pupils as they examined the books, and the teacher pointed out books desirable for them to read. The interest of teachers is naturally brought about by the interest of the Library in the teacher, shown by the excellent circulars and communications sent from time to time from Central, and by the activity of the branches and reading-rooms in their respective districts. At the beginning of each year assistance is offered to the teachers and they are asked for suggestions that will help us to aid them in their work. Every two weeks opportunity is given the schools to order picture bulletins. Deposits of books have been asked for by most of the teachers in the district.

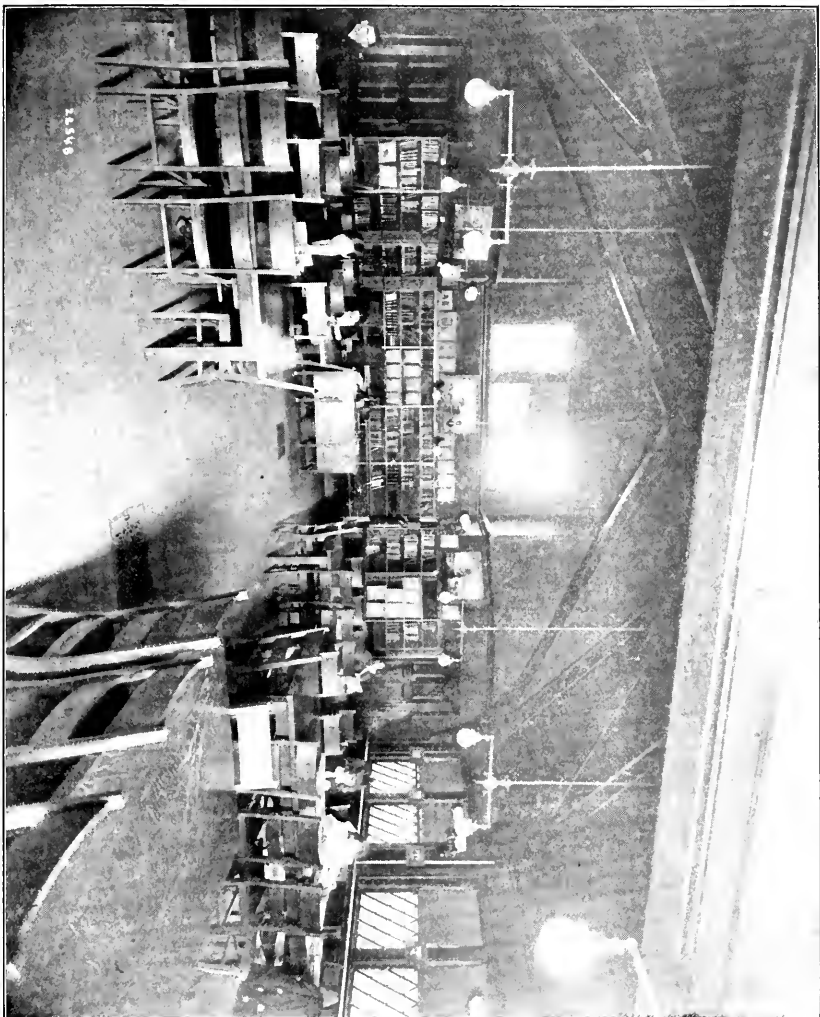
The evening school was visited and registrations taken. The pupils were all foreigners, who could not read English. Three of the young men are using the Library now, sending to Central regularly for Polish books.

We sent what we think was the first deposit taken by a continuation school in this district. Each teacher has about three hundred different girls during the week. Many of them became wage earners before they had formed the reading habit, but now they have an opportunity to continue the ordinary school courses, to learn a trade which may be in connection with their daily work, or quite outside of it, and to become acquainted with good books for recreational reading.

The teachers and the pupils of the Parochial High School use the Library constantly, taking books directly and sending to Central for books that the reading-room does not possess. All of the teachers have cards and a few have had deposits of books and pictures. The teachers in both the high and grammar schools send the pupils here for reference work, most of which is done during the evening hours. During the early fall and winter several men preparing for civil service examinations and others who were taking out naturalization papers used our books. One man said, "The Library is a blessing to those seeking information and should be highly appreciated by all."

The purchase, during the year, of about ten thousand volumes of additional copies of the books in greatest demand at the branches, has helped to meet the urgent needs of our readers. Concerning the use of these and other books the custodians remark:

Our new books are in constant use. I really think that I could use as many more next year. One book suggests another, and the other may suggest two more and so on.



FANEUIL READING ROOM: INTERIOR.

The new German books have pleased several of the older German people who, although they read English books, do not read them as readily as they do those in their own native tongue. They are impatient now for more.

Our reference books have made it easier to obtain information that was difficult or impossible to find before, such as sketches of some of the authors who are now writing; and, in the historic reference books which have just been added, some of the historical references are given much more in detail than formerly.

It occurred to me in this connection to notice what books our adult readers had left on the tables at closing time; here is the list: Gummere, Old English ballads; White, The blazed trail; Lawrence, Phillips Brooks; Marriott, How Americans are governed; Roberts, Heart of the ancient wood; Giddings, Readings in descriptive and historical sociology; Mintz, The new American citizen; Muir, Story of my boyhood and youth; Cabot, What men live by; Scott, Rob Roy; Gibbon, Decline and fall of the Roman Empire; Doyle, Sherlock Holmes; Hill, On the trail of Washington; Verne, 20,000 leagues under the sea; Annunzio, Laudi del cielo.

More books of modern poetry and drama seemed desirable and in order to estimate whether such books would be read in this district or not, we obtained from Central a deposit of such books. Of the poems some would suit an average reader, some would only appeal to students. The collection as a whole was well used. It led to suggestions and comments, which will be helpful in selection, and during the six months the books were here every book, except four, has been issued at least once.

I cannot make too emphatic the need for books in easy English. As I have so often reiterated in my reports, the foreigners need them as a help in learning English, the teachers require them for deposit, and the children urgently ask for them for their younger brothers and sisters. I wish we might have at least a dozen copies of every such book in print.

The first book asked for by a new Italian reader was Tasso's Jerusalem Delivered. The first books called for by foreigners who can read in English are quite likely to be "A life of George Washington," or "A history of the United States."

Concerning the use of pictures in circulation from the branches, a custodian says:

Personal experience teaches us that a picture is often the starting point of independent research work. An interesting proof of this latter statement was encountered among the children last fall. A set of bird pictures stimulated among the young people an interest in the common birds of the neighborhood, and for a time Chapman's bird book was in great demand.

Some of the girls who had been in the habit of getting pictures from us while in the grammar schools, have, since reaching the Girls' High

School, continued the practice, and are now coming in almost daily to get material to illustrate their lessons in biology. A set showing enlarged pictures of insects as well as other sets on ants and bees have been used by the class.

To show the character of the requests I will take those for the month October – November, which are fairly representative.

Myths.	Trees.	Birds.
Animals (4)	Ducks and geese.	Eskimos.
Indians (3)	Holland.	United States.
Miscellaneous (3)	Asia (2)	Pelican and cormorant.
Valleys and plains.	Flowers.	Columbus.
China.	Desert.	Land and water forms
Silkworm.	Islands, etc.	Pilgrims.
Fairy tales.	Butterflies.	

Of work which is to a degree co-operative between a branch and a large industrial establishment which has its own collection of technical books and periodicals, a custodian remarks:

The company has a large plant in our district, including their Welfare Buildings which are used by their workmen, wherever employed. A branch of their central library is one of the features of the plant of special interest to us. It is a pleasant quiet room already filled with technical books and magazines. Since their collection is and must be so complete and up to date we hope the time will come when we can refer our patrons interested in such subjects to their shelves and have our library cards honored there. In the meantime, since they have no books of recreational reading we have been given a section for deposit books which is filled partly by us, and partly by the Central Library. The librarians keep a record of the issue of our books. They have also given us a space on their bulletin board and we intend to keep it filled with Branch lists and notices so that the employees who live in this section may use the Branch.

As for the reference work with the public at the branches, and our relations with the public gained by such work, Mr. Ward, says:

The thirty branches and reading-rooms of the Library are now fairly well equipped for popular reference work. The collections of books have been built up year by year in response to the actual demand, so that even the smaller reading-rooms have not only the obvious reference books, but a moderate supply of anthologies, histories, biographies, geographical readers, scientific manuals, etc.

As to the kind of reference work, it varies widely with the constituencies. An attempt is made to meet conditions as they exist at each place. In general the reference work of the branches may be described as follows:

There are first of all questions from grammar school pupils, then the less simple questions from the high schools. Next the inquiries from college students living in the district, from men studying at evening classes and at home, from teachers, physicians, nurses, writers, engineers, electricians, plumbers, motormen, conductors, post office clerks, candidates for civil service examinations, from women's clubs, travel clubs, mission study clubs, and many more groups or classes. Since all these depend upon the Branch for help it follows that the inquiries cover nearly every kind of subject. The branch may not always have the best material, but it will usually have something on a given subject.

An important feature of this reference work is that the branches may obtain within a few hours, through the daily delivery of books from the Central Library, material which is not on their own shelves. That is, the resources of the great Central collection of books are available for use at a branch, or for home use, and a card holder seven miles away from the Central Library may receive a book within twenty-four hours, exactly as if he had presented his call slip at the delivery desk in person. It is through this daily interchange, also, that reference questions are sent to the Central Library.

Boston has several large private technical schools, and in the public schools the recent increase in courses in the practical arts has been marked. Consequently there has been a growing demand for books and information on scientific rather than literary subjects, and our branch collections of books for reference have been strengthened, year by year, to meet these conditions.

Upon this phase of their work the custodians also make interesting comments. Of these I quote as follows:

I am glad to report that there are now more adult readers than ever before. There are also many students, normal school pupils, teachers from high and grammar schools.

High school pupils require assistance through reference books for home use lessons on studies in the school curriculum, and make extensive use of our excellent collection of supplementary reading-books, which has been built up for this purpose, and in which are many duplicates of books most in demand.

Grammar school subjects range from a grain of wheat to the building of a locomotive, or a great city factory and its method of operation. The pupils range from the child of nine who asks "What can you show me about Sammy Adams," to the member of the rapid advancement class who wants a volume of comprehensive history, Tylor's *Anthropology*, Lowell on government, or a book on international law. Reference work has taken a new trend which requires progressive ideas and material to cope with its demands. Science and practical subjects have come forward with the advent of the newer ideas of vocational and practical education,

and predominate in the daily aid given. I am asked for material on industrial studies covering food, clothing, housing, modes of travelling, products of the soil and manufacture, textiles, water and milk supply, immigration, irrigation, inventions, etc., and especially about new authors and things of world interest, to the partial exclusion of people and things of the past, except as they affect present inventions or events.

Our new books have been much used. Some of the more popular subjects are those of auditing, accounting, book-keeping, business forms, letter-writing, social functions, civil service, mathematics (including arithmetic, algebra, geometry, calculus), mechanical drawing, engineering, electrical engineering, economics, advertising, plumbing, practical trades, and science.

More than twelve different races are represented in the new borrowers of the year. The demands are as varied as the nationalities. Books are wanted in all the various languages, also simple books for foreigners learning English, recent fiction, standard fiction, biography, literature, travels, sociology, education, vocation and technical books for students in the schools and for practical workers wanting to pass examinations or to become more efficient, not to mention books for general reference work in every subject by all ages and all classes.

The reference work with pupils of the various high schools has shown a marked increase. There has been considerable change in the class of subjects on which help has been requested. Formerly they were mostly literary or historical subjects, now they are questions relating to home and city hygiene, pure food and milk, child welfare, play grounds, labor conditions and similar topics. If permanent interest is aroused in these subjects our future citizens will concern themselves with interests of the community and work for the common good.

At the North End Branch, by funds supplied by Mrs. James J. Storrow as a gift to the Library, the previously unoccupied portion of the basement has been finished attractively as a room for club and class uses, recreational as well as instructive, under the voluntary direction of the Custodian, but undertaken by her apart from the routine operation of the Branch. This work, which arouses the enthusiasm of the young persons who are engaged in it, is exceedingly interesting; and cannot fail to enlarge the influence of the Library in this closely populated district.

THE CHILDREN'S STORY HOUR.

The regular work of story-telling to children by a trained story teller, introduced some years ago has been continued with



ANDREW SQUARE READING ROOM: INTERIOR.

excellent results. With us, this work is intended to be educational primarily, but that does not prevent its being enjoyable as well.

Mrs. Cronan, who has charge of it, aims to reach children between ten and fifteen years of age, and to co-operate with the Library staff in stimulating a love of reading and the right choice of books. She says:

We have used stories of Lincoln and Washington, of artists, musicians, and explorers, and have continued stories of "Ivanhoe," "The Talisman," "Lorna Doone," and "Oliver Twist." These all lead to the Library shelves where the books may be found. We count the results good if we find these books are in demand. I must confess to an extra glow of satisfaction when I find boys walking miles and making repeated efforts to get some fine book which has been introduced through the Story Hour. I once thought that with forty children there should be forty copies of each book ready for them. I have learned that if there are eighty children and only a few copies of the book, there will be persistent effort, sustained interest, and much more satisfaction when the book is finally secured. There is always some other book that can be substituted until the desired one is gained, and there is a certain ardor resulting from working and waiting for the book in demand.

The best results, to my mind, do not immediately follow the Story Hour but are shown months afterwards when the children stand before the Library shelves and point out the books they have learned to know and love, when they choose books for other boys and girls and show discrimination in their choice.

All the results obtained by an hour of recreation may be gained and much more accomplished if through the Story Hour the children may be given a kind of "self-help," the ability to choose, the desire to read, books of value.

I believe the child who has learned to discriminate in his choice of books and has become an ardent reader, will be likely to be equally discriminating in his choice of other pleasures. If he has learned to delight in simplicity, honesty, fearlessness and purity in his heroes, he is less likely to be contents with an unworthy standard in his friends. It is a most effective method of safeguarding a child from the dangers of his environment when through the story hour we give him that companionship of books which Milton calls "intimate knowledge and delight."

I quote also from reports of custodians:

In these few months it has been a great pleasure to the boys, and had the desired effect of directing the boys' reading to some of the best books, that they would not have read unless they had heard the stories.

Every Tuesday evening at about half-past six, a line of eager children with happy faces begins to form at the door of the children's room near the lecture-room stairs. There they stand patiently until the doors are opened and then, showing their cards as tickets of admission, file decorously down to sit in rapt attention for a full hour while Mr. and Mrs. Cronan tell of Nils and Roland and Charlemagne and other story-book friends. The aim has been to introduce the children to some of the greater books. It has certainly succeeded in making these books popular. Although we have five copies each of the Wonderful adventures of Nils and the Later adventures of Nils, none is to be found on the shelf now, while before the story was told one copy met the demand. At the end of the hour it is difficult to find on the shelves anything one would recommend the children to take out, but they industriously make out sheaves of slips, and are not discouraged even by repeated failures to get the coveted books. Every attractive looking book is seized as soon as it reaches the shelf.

It is a fact borne out by statistics, which were kept on several occasions, as well as by personal observation, that the children's reading, since the inauguration of the Story Hour, is of a better quality, of a more definite scope; and not so often a matter of chance as formerly.

During the summer we took two groups of children to hear stories at the Art Museum, held under the direction of the Boston Social Union. This venture proved a distinct success. The children, particularly the boys, delighted the guide in the Museum by their eagerness and interest. They surely seemed to get a great deal out of it. Seventy-eight boys and girls went on the first of these trips, and on the second, there were ninety-four, which was the largest group they had had at the Museum during the summer.

REGISTRATION DEPARTMENT.

Mr. John J. Keenan, Chief of the Registration Department, reports the following statistics relative to the borrowers cards in force January 1915:

Held by men and boys	45,680
Held by women and girls	61,783
Held by persons over 16 years of age	59,408
Held by persons under 16 years of age	48,055
Pupils' cards (public and parochial schools)	36,018
Students' cards (higher institutions of learning)	28,890

The increase for the year is as follows:

In cards held by men and boys	3,191
In cards held by women and girls	7,767
In cards held by persons over 16 years of age	5,226
In cards held by persons under 16 years of age	5,732
In cards held by pupils of public and parochial schools	2,002
In cards held by students of higher institutions of learning	2,578

The net gain in cards of all descriptions held by borrowers, and valid for present use was, for the year 10,958; and the total number of such cards outstanding at the end of the year covered by this report was 107,463.

VARIOUS STATISTICS.

Distribution of Documents.

The usual statistical table follows, showing the distribution of library publications for the year:

Sent to departments for free distribution	103,693
Sent to departments for sale	342
Free, direct distribution	39,406
Distributed for library use	116

The character of the publications issued during the year, for the purpose of promoting the convenient use of the Library is given below.

Publications.

The publications for the year, issued under the editorial supervision of Mr. Lindsay Swift, include:

Weekly Lists. From Jan. 17, 1914, to Jan. 9, 1915, inclusive (nos. 300–351), fifty-two issues, containing 336 pages. The edition of each issue was 2,500 copies, the total number of pages printed and issued free was 43,680,000.

Quarterly Bulletin. 3d series, vol. 7, nos. 1–4, inclusive, in March, June, Sept., and Dec., 1914. The four numbers comprised 456 pages and each issue was in an edition of 2,000 copies. 3,648,000 pages in all, were printed and distributed free.

Aside from the usual titles of new books in the Bulletins, other matter appeared as follows:

June number: Prospectus of the University Extension Courses, 1914–15.

September number: Programme of Exhibitions at the Central Library, branches and reading rooms (repeated in part in December number); List of Free Public Lectures (repeated in part in December number); Announcements of Lowell Institute; and of University Extension Courses (repeated in part in December number).

December number: Lists of books illustrative of the following: Lowell Institute courses: Professor W. E. Hocking's course on Human Instincts and their Transformation; Prof. C. H. Haskins's course on The Normans in European History; and Prof. Kuno Francke's course on Personality in German Literature before Luther.

All bulletins containing announcements of exhibitions and of lectures given in the Library or in neighboring institutions are in great demand and the editions are speedily exhausted. Larger editions of the September and December issues might advisedly be printed.

The Catalogue of the John Adams Library is prepared for the press and awaits the opportunity for printing.

*The Bates Hall Centre Desk, Newspaper and Patent Rooms,
Central Library.*

In handling the large number of books brought from the stacks for the use of readers in Bates Hall it is inevitable that vexatious delays will sometimes occur. This Library is so planned that it is at a disadvantage with respect to rapid service in this reading room as compared with libraries having a central reading-room immediately connected with the stacks (Library of Congress plan) or the novel arrangement of a reading-room immediately over the stacks whereby the books may be lifted directly into the room (New York Public Library plan). Here the books from the stacks are first delivered at the main receiving shaft in the tube room of the Issue Department, and must then be brought by a page to the reader's table. In busy hours, the service is taxed to the utmost, and besides this there is sometimes delay due to the improper operation of the vacuum tubes through which the call slips are sent to the stacks, or to some other part of the mechanical appliances upon which we rely. Such troubles are comparatively infrequent, but they will, of course, occur, and then occasion much criticism, regardless of the great number of ordinary cases when no delay is encountered. A complete reconstruction of our tube and carrier system might somewhat shorten the time of delivery. The expense would be heavy, but might perhaps be warranted if we had the money which could be used without regard to more important demands, although, after all is said, this Library, in the majority of cases, by the testimony of those of wide experience, serves its readers with reasonable promptness. Every unsuccessful or delayed application for books is immediately investigated when brought to the attention of the attendants. As stated in a previous report:

Only a few persons, compared with the large number served daily, are put to serious inconvenience, but these few instances are regretted. The criticism resulting from them is persistent, while the thousands of cases in which the book is obtained promptly pass without comment. Applicants sometimes wait a long time for a book, and do not report the delay. It would be of assistance if, whenever delay seems unreasonable, it were at once reported to the desk attendant. Usually, if so reported the cause may be traced and the delay overcome; or, if not immediately overcome, prevented from again occurring.

Sometime ago, an extended test showed that the average delay in receipt of books, of all kinds, in Bates Hall, some of which came from remote parts of the stacks, did not exceed ten minutes. A recent test, covering various hours which were taken at random, has shown a similar average. Of schemes that have been tried for shortening the delay to readers (including direct electric communication with the stacks from the Centre Desk, by ingenious apparatus which proved too delicate for our work), only the introduction of complete indicator service has proved effective. As explained in the report for 1912 the indicator record, duplicating that in use in the Issue Department, makes it possible to determine at once, at the Centre Desk, whether or not a desired book has already been lent for use out of the building, sent to the Bindery or otherwise temporarily removed from its place in the stacks. The settlement of this preliminary question, immediately in the Hall, obviates the necessity of waiting for a similar report from the Issue Department, and the loss of time occasioned thereby. Those who use the reading-room are learning the advantage of this, and frequently before filling a call slip, inquire at the Desk if the book wanted is available. In any case, if a book asked for is, as shown by the indicator, not available, report to that effect is at once returned on the call slip, and the reader may substitute other titles, or need not be disappointed by long waiting only to find that the book wanted is out. This is of advantage in a large number of cases, although it will be obvious that the use of the indicator does not materially shorten the time of delivery of books which are available. In the case of readers

who desire to use continuously a considerable number of books on any subject, delay may be avoided by filing, in advance, a list of titles. The books will then be assembled on a reserved table and will be found there at the appointed hour.

The usual statistics, reported by Mr. Pierce E. Buckley, Custodian, follow:

Centre Desk. The maximum attendance of readers (335 on December 13, at 5 P.M.) exceeds by 32 the maximum reported in 1913. In one month only, namely July, has the maximum attendance fallen below 125.

Newspaper Room. During the year four papers have been added to the subscription list, and 15 for various reasons dropped; the number now regularly available to readers being 312. The attendance in this room sometimes exceeds the proper limit. This is especially the case on Sundays.

The total number of volumes in the files of bound newspapers is now 7,774. Some indication of the important place these files occupy is given by the fact that 13,603 persons consulted them during the year, using 27,415 different volumes.

We have, during the year, added to the files of early papers various numbers of the Boston News Letter, Boston Gazette, Massachusetts Sentinel, Essex Gazette and New London Gazette. And besides these have received a file of photo-stat copies of the first years of the News Letter (April 24, 1704 to April 19, 1708) and also 15 numbers of the News-letter for 1743.

Patent Room. This, also, is an important department of the Library. The collection now numbers 13,007 volumes, an increase of 412 for the year. The recorded use of the room is:

	1914-15.	1913-14.
Volumes consulted, as recorded	100,092	97,945
Persons using the collection	13,211	13,430

Besides the recorded circulation, readers, as in other parts of the Library having open shelves, may take volumes from the shelves without formality, and, of course, without being counted.

The Periodical Room, Central Library.

The statistical table below shows the number of readers in this room, at certain hours, in each of two successive years:

HOURS.	10 A.M.	12 M.	2 P.M.	4 P.M.	6 P.M.	8 P.M.	10 P.M.
1914-15 . . .	9,946	13,998	21,029	26,623	19,894	23,351	8,347
1913-14 . . .	9,933	13,972	20,830	26,483	19,861	23,362	8,314

The use of the bound files, appears in the following table:

	1914-15.	1913-14.
Bound volumes consulted during the year, in the day time (week-days)	33,421	33,228
In the evening or on Sundays	12,093	11,893

Besides the periodicals on general subjects regularly offered to readers in the Periodical Room others, on special subjects, may be found in special departments. The distribution of the entire suscription list, open to readers at the Central Library, is as follows:

Fine Arts Department and Music Room	125
Newspaper Room	103
Periodical Department	1,137
Statistical Department	39
Teachers' Reference Room	37

Documents and Statistics.

Mr. Horace L. Wheeler, in charge of the Statistical Department, reports that there have been received as additions to this Department by exchange with and gifts to the collection of the American Statistical Association held here, 388 volumes and 1,120 pamphlet parts. From regular purchases, 995 volumes have been added. The total number of volumes in the Department is 19,343.

The name "Statistical Department" needs explanation. The collection includes State, Municipal and United States Government reports, and many works on economics, and relating to social science. Reserves are made here for students of subjects represented in the collection, and persons seeking statistical information upon commercial, financial or municipal problems are frequent visitors. It may afford some indication of the use of the room, to note that in obtaining answers to reference inquiries here, about 12,000 volumes were consulted during the year; 3,755 volumes were sent out to other departments for use; 1,945 volumes were issued through the Branch and Issue Departments for use outside the building, and about 1,000 volumes issued directly from the Department itself for such use.

Sunday and Evening Service, Central Library.

The average number of books lent on Sundays and holidays, from the Central Library, for use outside the building was 776 (744 in 1913). The largest number on any single Sunday (or holiday) was 1,348 (1,259 in 1913). The largest number of readers present in the Bates Hall Reading Room on any single Sunday was 335 on December 13 (295 in 1913, on February 9).

The Printing Department.

The following table compiled by Mr. Francis Watts Lee, Chief, presents a comparative statement of the work in the Printing Department in each of two successive years, so far as this work may be expressed in a statistical statement:

	1913-14.	1914-15.
Requisitions on hand at opening of year	7
Requisitions received during the year	172	149
Requisitions on hand at end of year
Requisitions filled during the year	179	149
Card Catalogue (Central):		
Titles (Printing Dept. count)	17,844	18,294
Cards finished (excluding extras)	164,335	261,685
Titles in type, but not printed	5,220	114
Card Catalogue (Branches):		
Titles (Printing Dept. count)	296	608
Cards (approximately)	16,280	33,440
Pamphlets, not elsewhere enumerated	29,876	24,650
Call slips	186,500	1,228,500
Stationery and blank forms	937,735	814,825
Signs	645	954
Blank books	94	1

The Bindery.

The usual statistical statement as to the work in the Bindery, based upon the report of Mr. James W. Kenney, Chief, follows:

	1913-14.	1914-15.
Number of volumes bound, various styles	38,530	40,633
Volumes repaired	2,833	3,134
Volumes guarded	2,284	1,600
Maps mounted	311	313
Photographs and engravings mounted	6,694	3,347
Magazines stitched	217	192
Library publications, folded, stitched and trimmed	183,423	192,064

EXAMINATIONS.

Examinations for library service were given as follows: Grade E, May 23, 71 applicants of whom 39 passed; Grade E, September 12, 58 applicants of whom 26 passed; Grade B, October 17, 32 applicants of whom 10 passed; Grade E, January 23, 1915, 108 applicants of whom 74 passed.

CHIEFS OF DEPARTMENTS AND CUSTODIANS OF BRANCHES AND READING-ROOM STATIONS.

As at present organized, the various departments of the Library and the branches and reading-room stations are in charge of the following persons:

Samuel A. Chevalier, Chief of Catalogue Department.
 William G. T. Roffe, in Charge of Shelf Department.
 Theodosia E. Macurdy, Chief of Ordering Department.
 Oscar A. Bierstadt, Custodian of Bates Hall Reference Department.
 Pierce E. Buckley, Custodian of Bates Hall Centre Desk, Patent and Newspaper Departments.
 Frank H. Chase, Custodian of Special Libraries.
 Barbara Duncan, Custodian of Brown Music Room.
 Walter G. Forsyth, Custodian of Barton-Ticknor Room.
 Frank C. Blaisdell, Chief of Issue Department.
 Langdon L. Ward, Supervisor of Branches and Stations.
 Alice M. Jordan, Custodian of Children's Department.
 John J. Keenan, Chief of Registration Department.
 Horace L. Wheeler, First Assistant, in charge of Statistical Department.
 Francis Watts Lee, Chief of Printing Department.
 James W. Kenney, Chief of Bindery Department.
 Henry Niederauer, Chief of Engineer and Janitor Department.
 Marian W. Brackett, Custodian of Brighton Branch.
 Katherine S. Rogan, Custodian of Charlestown Branch.
 M. Florence Cufflin, Custodian of Codman Square Branch.
 Elizabeth T. Reed, Custodian of Dorchester Branch.
 Ellen O. Walkley, Custodian of East Boston Branch.
 Elizabeth Ainsworth, Custodian of Hyde Park Branch.
 Mary P. Swain, Custodian of Jamaica Plain Branch.
 Edith Guerrier, Custodian of North End Branch.
 Helen M. Bell, Custodian of Roxbury Branch.
 Mary J. Minton, Custodian of South Boston Branch.
 Margaret A. Sheridan, Custodian of South End Branch.
 Josephine E. Kenney, Custodian of Upham's Corner Branch.

Alice M. Robinson, Custodian of West End Branch.
 Carrie L. Morse, Custodian of West Roxbury Branch.
 Mary A. Hill, Custodian of Station A, Lower Mills Reading Room.
 Grace L. Murray, Custodian of Station B, Roslindale Reading Room.
 Emma D. Capewell, Custodian of Station D, Mattapan Reading Room.
 Mary M. Sullivan, Custodian of Station E, Neponset Reading Room.
 Isabel E. Wetherald, Custodian of Station F, Mt. Bowdoin Reading Room.
 Katherine F. Muldoon, Custodian of Station G, Allston Reading Room.
 Margaret H. Reid, Custodian of Station N, Mt. Pleasant Reading Room.
 Cora L. Stewart, Custodian of Station P, Broadway Extension Reading Room.
 Florence M. Bethune, Custodian of Station R, Warren Street Reading Room.
 Katrina M. Sather, Custodian of Station S, Roxbury Crossing Reading Room.
 Elizabeth P. Ross, Custodian of Station T, Boylston Station Reading Room.
 Edith R. Nickerson, Custodian of Station Y, Andrew Square Reading Room.
 Edith F. Pendleton, Custodian of Station Z, Orient Heights Reading Room.
 Alice L. Murphy, Custodian of Station 23, City Point Reading Room.
 Mary F. Kelley, Custodian of Station 24, Parker Hill Reading Room.
 Gertrude L. Connell, Custodian of Station 25, Faneuil Reading Room.

EXPENSES OF THE LIBRARY.

The expenses of the Library, paid from the City appropriation, are shown in detail on the Balance Sheet pages 24-27. To enable a ready comparison to be made, for two successive years, the following summary is presented of the various items of expense:

	1913-14.	1914-15.
For salaries:		
General administration . .	\$204,809.52	\$204,748.05
Sunday and evening force . .	28,050.37	27,642.19
	<u>\$232,859.89</u>	<u>\$232,390.24</u>
From Whitney bibliographic fund		1,124.38
For books:		
From City appropriation . .	23,707.74	39,673.67
From trust funds income . .	15,503.93	9,981.02
From Carnegie gift, for Galathea collection	35.49	58.86
From Sullivan bequest . .	394.82	459.80
	<u>39,641.98</u>	<u>50,173.35</u>
Carried forward . .	\$272,501.87	\$233,687.97

	1913-14.	1914-15.
<i>Brought forward</i> . . .	\$272,501.87	\$233,687.97
For newspapers, Todd fund income	\$ 2,000.00	\$ 1,919.34
Periodicals	7,452.72	7,470.49
Furniture and fixtures	4,940.28	4,252.45
Gas	2,863.10	2,376.38
Electric lighting	2,890.39	4,699.59
Cleaning	9,275.80	11,509.91
Small supplies	3,890.68	4,127.34
Ice	231.74	216.79
Stationery	2,037.58	2,299.74
Rents	14,710.64	15,495.67
Fuel	13,268.70	14,225.61
Repairs	3,680.40	2,981.29
Freights and cartage	1,963.33	1,961.17
Transportation between Central and branches	5,299.20	6,089.60
Telephone service	647.94	950.38
Postage and telegrams	1,074.00	1,648.12
Typewriting	16.25	23.70
Travelling expenses (including street car fares on library service)	452.66	313.51
Grounds	267.31	165.06
Lecture account (lantern slides and operator)	259.23	544.85
Miscellaneous expense	764.63	992.81
	<hr/> \$77,986.58	<hr/> \$84,263.80
PRINTING DEPARTMENT:		
For salaries	7,208.42	6,776.50
Stock	2,169.10	2,007.08
Equipment	68.44	1,864.01
Electric light and power	77.17	102.73
Contract work	469.52	169.93
Rent	450.00	450.00
Freights and cartage	158.20	137.84
Insurance	258.14	254.25
Gas	255.92	341.26
Cleaning	153.15	163.15
Small supplies	74.63	108.98
	<hr/> 11,342.69	<hr/> 12,375.73
BINDING DEPARTMENT:		
For salaries	29,296.04	28,612.88
Stock	3,591.71	4,223.06
Equipment	671.00
Electric light and power	85.20	125.95
Contract work	9.25	107.87
Rent	1,350.00	1,350.00
Freights and cartage	747.50	696.66
Insurance	169.50	170.08
Gas	55.70	56.01
Cleaning	155.05	163.15
Small supplies	158.72	69.01
	<hr/> 36,289.67	<hr/> 35,574.67
Totals	<hr/> \$398,120.81	<hr/> \$415,902.17

The following sub-division of the total expenditures shows the sources from which the money was derived:

	1913-14.	1914-15.
Total expenditures:		
From City appropriation . . .	\$380,000.00	\$400,000.00
Various credits (balances, previous year, etc.) . . .	186.57	2,358.77
Trust funds income, gift and bequest	17,934.24	13,543.40
	<u>\$398,120.81</u>	<u>\$415,902.17</u>

CONCLUSION.

I gratefully acknowledge the efficient assistance rendered by the Chiefs of Departments and Custodians whose names appear above, and that of the members of the staff throughout the library system. I especially record my appreciation of the loyal co-operation in the work of administration of Mr. Otto Fleischner, Assistant Librarian.

I have, in previous reports, remarked that in the work of the Library the personal assistance given by the staff members, of various grades, who come directly in contact with the public is invaluable. In the closely populated districts of a large city, like some of those in which our branches are located, containing many persons untrained in the use of books, this personal assistance is especially necessary. But in departments of the Central Library also, where students are seeking the best sources of information, or where readers wish to be directed to the best books on some special subject, nothing can take the place of competent personal suggestion and advice. This the Library has always supplied on general and on certain technical subjects, by the Chief of the Reference Department and by the Custodian of Special Libraries, with their immediate assistants at the reference desk in the public catalogue room, and in the Fine Arts, Music and Barton Rooms. In degree measured only by the character of the work required, the Chief of the Issue Department; the Custodian of the Children's Room; (Including Teachers' Reference Room); the Custodian of the Centre Desk, Bates Hall; the Assistant-in-charge of the Statistical Department; with their assistants (including the periodical, newspaper, and patent rooms) are always at the service of the public.

All these Chiefs and Custodians, by special training or by extended experience, are qualified for this work in their respective departments, and nearly all of them have been long in the Library service and know its resources. Inquiries requiring special knowledge are expected to be made to them directly, rather than to any minor assistants, and if questions are asked which do not fall within the province of the department in which the inquiry is made, as is not unlikely, since no one person can be expected to know everything, the inquirer will be directed to the proper department. Reports of dissatisfaction, for any reason, with the operation of the service, or of failure to obtain the information desired, are earnestly solicited by the Librarian or Assistant Librarian, one of whom is accessible without formality, during the day, or by the representative of the Librarian in charge during the evening.

Respectfully submitted,

HORACE G. WADLIN,

Librarian.

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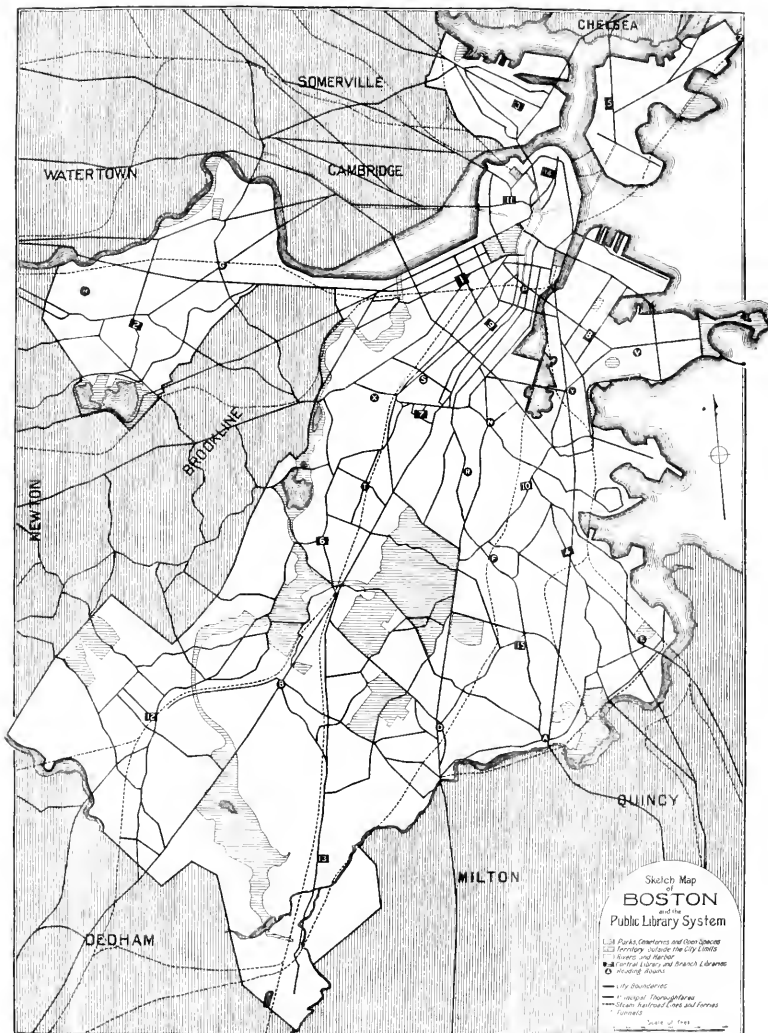
1. Central Library, Copley Square.

BRANCH LIBRARIES, FEBRUARY 1, 1915.

2. Brighton Branch, Holton Library Building, Academy Hill Road.
3. Charlestown Branch, Monument Square, cor. Monument Ave.
4. Dorchester Branch, Arcadia, cor. Adams St.
5. East Boston Branch, 276 - 282 Meridian St.
6. Jamaica Plain Branch, Sedgwick, cor. South St.
7. Roxbury Branch, 46 Millmont St.
8. South Boston Branch, 372 Broadway.
9. South End Branch, 397 Shawmut Ave.
10. Upham's Corner Branch, Columbia Road, cor. Bird St.
11. West End Branch, Cambridge, cor. Lynde St.
12. West Roxbury Branch, Centre, near Mt. Vernon St.
13. Hyde Park Branch, Harvard Ave., cor. Winthrop St.
14. North End Branch, 3a North Benet St.
15. Codman Square Branch, Washington, cor. Norfolk St., Dorchester.

DELIVERY STATIONS, FEBRUARY 1, 1915.

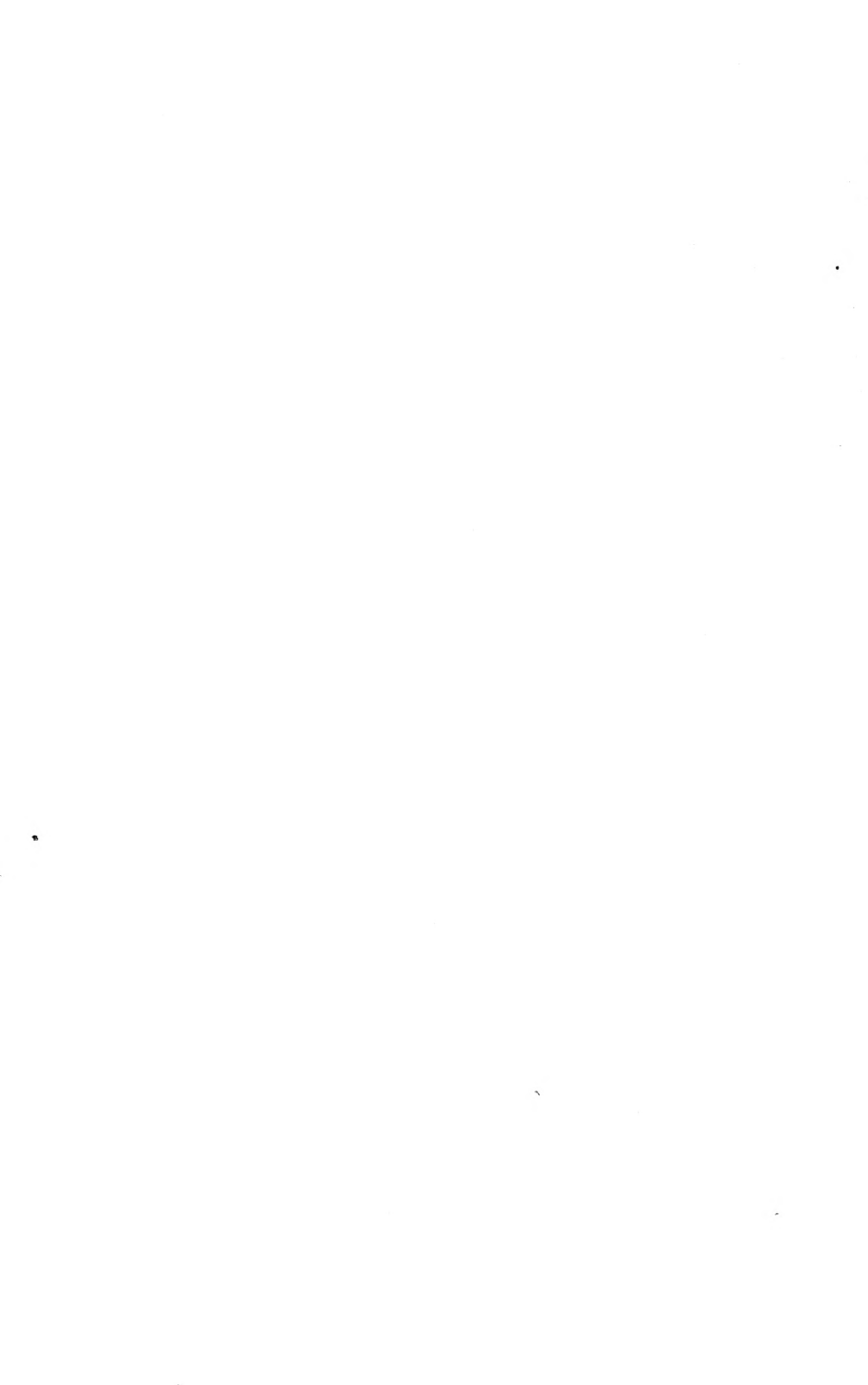
- A. Lower Mills Reading Room, Washington, cor. Richmond St.
- B. Ruslindale Reading Room, Washington, cor. Ashland St.
- C. Mattapan Reading Room, 727 Walk Hill St.
- E. Neponset Reading Room, 362 Neponset Ave.
- F. Mount Bowdoin Reading Room, Washington, cor. Eldon St.
- G. Allston Reading Room, 6 Harvard Ave.
- H. Faneuil Reading Room, 100 Brooks St.
- N. Mt. Pleasant Reading Room, Dudley, cor. Magazine St.
- P. Broadway Extension Reading Room, 13 Broadway Extension.
- R. Warren Street Reading Room, 392 Warren St.
- S. Roxbury Crossing Reading Room, 1154 Tremont St.
- T. Boylston Station Reading Room, The Lamartine, Depot Square.
- V. City Point Reading Room, Broadway, near H St.
- X. Parker Hill Reading Room, 1518 Tremont St.
- Y. Andrew Square Reading Room, 396 Dorchester St.
- Z. Oneat Heights Reading Room, 1030 Bennington St.



1. General Principles

- 1.1. The purpose of this document is to provide a comprehensive overview of the project's objectives and scope.
- 1.2. The project is designed to address the following key areas:
- 1.3. The project will be managed in accordance with the following principles:
- 1.4. The project team is composed of the following members:
- 1.5. The project timeline is as follows:
- 1.6. The project budget is as follows:
- 1.7. The project risks are as follows:
- 1.8. The project communication plan is as follows:
- 1.9. The project reporting structure is as follows:
- 1.10. The project success criteria are as follows:

- 2.1. The project is designed to address the following key areas:
- 2.2. The project will be managed in accordance with the following principles:
- 2.3. The project team is composed of the following members:
- 2.4. The project timeline is as follows:
- 2.5. The project budget is as follows:
- 2.6. The project risks are as follows:
- 2.7. The project communication plan is as follows:
- 2.8. The project reporting structure is as follows:
- 2.9. The project success criteria are as follows:
- 3.1. The project is designed to address the following key areas:
- 3.2. The project will be managed in accordance with the following principles:
- 3.3. The project team is composed of the following members:
- 3.4. The project timeline is as follows:
- 3.5. The project budget is as follows:
- 3.6. The project risks are as follows:
- 3.7. The project communication plan is as follows:
- 3.8. The project reporting structure is as follows:
- 3.9. The project success criteria are as follows:



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